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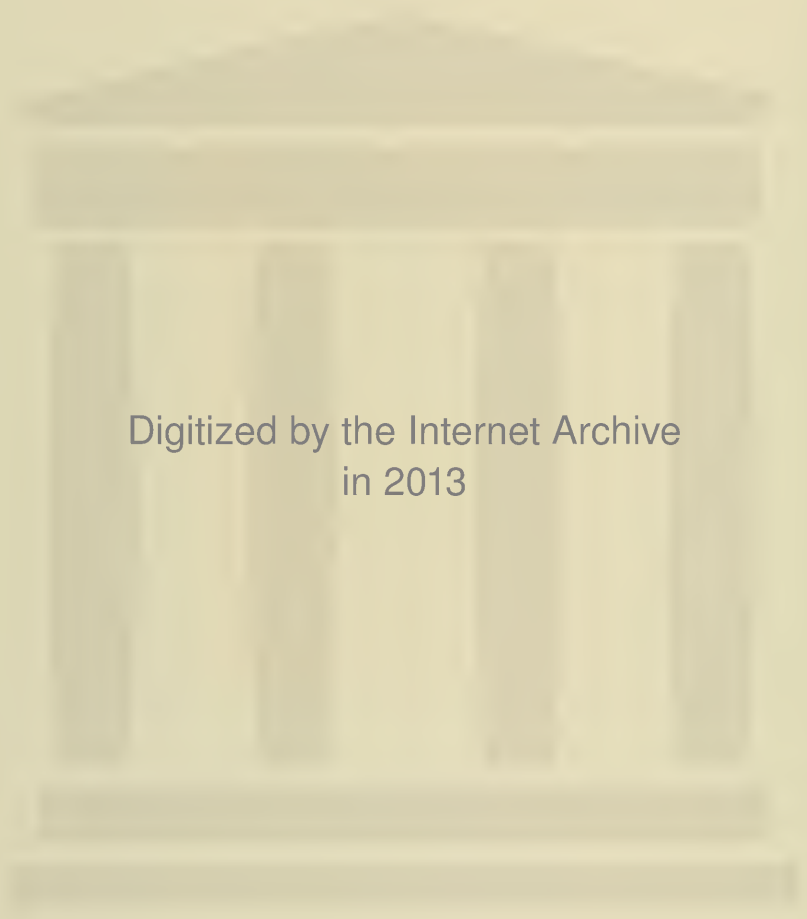
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CALENDAR
MEETING OF
FINANCE COMMITTEE

Board of Supervisors

City and County of San Francisco

WEDNESDAY, JANUARY 3, 1990 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, WARD, HALLINAN

ABSENT: SUPERVISOR WALKER

CLERK: GREG HOBSON

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 101-89-59. [Government Funding] Ordinance appropriating \$167,108, Public Health - Central Office, for permanent salaries-miscellaneous and related mandatory fringe benefits, temporary salaries, medical service contracts, use of employees car, other services, telephone, materials and supplies and services of other departments - miscellaneous departments, for the creation of eight (8) positions (Classifications (1) 2230 Physician Specialist, (1) 2587 Health Worker III, (2) 2920 Medical Social Worker, and (4) 2906 Social Worker Trainee). (Controller) RO # 9150 (COMPANION TO THE FOLLOWING FILE)

(Cont'd from 12/13/89)

ACTION: RECOMMENDED. (TO APPEAR ON BOARD CALENDAR JANUARY 16, 1990.)

2. File 102-89-23. [Public Employment] Ordinance amending Annual Salary Ordinance 1989-90, Department of Public Health - Central Office, reflecting the addition of eight (8) positions. (Civil Service Commission) (COMPANION TO THE PRECEDING FILE)

(Cont'd from 12/13/89)

ACTION: RECOMMENDED. (TO APPEAR ON BOARD CALENDAR JANUARY 16, 1990.)

3. File 101-89-65. [Government Funding] Ordinance appropriating \$241,202, Public Health, for permanent salaries-miscellaneous and related mandatory fringe benefits, professional services, data/word processing professional service contracts, training, other services, telephone, materials and supplies and equipment purchase; for the creation of eleven (11) positions and deletion of one (1) position. (Controller) RO #9155 (COMPANION TO THE FOLLOWING FILE)

(Cont'd from 12/13/89)

ACTION: CONTINUED TO JANUARY 10, 1990, MEETING.

DOCUMENTS DEPT.

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4. File 102-89-25. [Public Employment] Ordinance amending Annual Salary Ordinance 1989-90, Department of Public Health, reflecting the addition of fourteen positions (Classifications (1) 1402 Junior Clerk, (1) 1444 Secretary I, (1) 1446 Secretary II, (1) 2218 Physician Assistant, (1) 2230 Physician Specialist, (1) 2232 Sr. Physician Specialist, (1) 2246 Assistant Director of Clinical Services, (2) 2305 Psychiatric Technician, (1) 2593 Health Program Coordinator III, (2) 2930 Psychiatric Social Worker, (1) 2328 Nurse Practitioner, (1) 2328 Nurse Practitioner and deletion of two positions (Classifications (1) Sr. Psychiatric Social Worker and (1) 2328 Nurse Practitioner). (Civil Service Commission). (COMPANION TO THE PRECEDING FILE)

(Cont'd from 12/13/89)

ACTION: CONTINUED TO JANUARY 10, 1990, MEETING.

5. File 101-89-34.1. To consider release of reserved funds, Public Library, in the amount of \$175,000 for the Bureau of Architecture Project Manager position. (Public Library)

(Cont'd from 12/13/89)

ACTION: RELEASE OF \$87,500 APPROVED; FILED.

6. File 101-89-48. To consider need for appropriations for emergency earthquake relief and services. (Supervisor Walker)

(Cont'd from 12/13/89)

ACTION: CONTINUED TO JANUARY 10, 1990, MEETING.

7. File 101-87-36.36. To consider release of reserved funds, Chief Administrative Officer, (Bond Program Report) In the amount of, \$50,000 to conduct detailed seismic evaluations of City Hall, 101 Grove Street, Civic Auditorium, War Memorial and the Opera House. (Chief Administrative Officer)

(Cont'd from 12/6/89)

ACTION: RELEASE OF \$34,583 APPROVED; FILED.

8. File 177-89-4. To consider status report on plans being developed for the approximately 550 acres of Water Department land in Pleasanton near I-680 and Bernal Avenue; funds already expended, anticipated additional funding; contracts for work on this project; work plan, time lines, status of any agreements with parties outside of the City; budgetary implications both immediately and over the next ten (10) years. (Supervisor Walker)

ACTION: CONTINUED TO JANUARY 17, 1990, MEETING.

9. File 100-89-1.2. To consider release of reserved position, Recreation and Park Department for the position of Assistant Zoo Director. (Recreation/Park Dept.)

ACTION: CONTINUED TO THE CALL OF THE CHAIR.

10. File 100-89-1.4. To consider release of reserved funds, Public Utilities Commission - Engineering Bureau, in the amount of \$6,250 for purchasing Wang equipment. (Public Utilities Commission)

ACTION: RELEASE OF \$5,599 APPROVED WITH RETROACTIVE PROVISIONS; FILED.

11. File 42-89-41.1. [Waiver of Fees, Street Closing] Resolution waiving fees to reimburse the Municipal Railway for added expenses incurred by it during the hours of street closure, approved by Resolution 883-89, for the purpose of conducting the Marina Renaissance event to celebrate the revitalization of the Marina following the October 17, 1989, earthquake. (Supervisor Maher)

ACTION: RECOMMENDED.

12. File 101-89-68. [Government Funding] Ordinance appropriating \$37,148, Municipal Court, for permanent salaries and related mandatory fringe benefits and a salary range adjustments for twenty (20) Judges and three traffic referees. (Controller) RO #9165 (COMPANION TO THE FOLLOWING FILE)

ACTION: AMENDED. RECOMMENDED AS AMENDED. On line 24 correct typographical error for 0250-Traffic Referee rate from \$3590 to \$3950.

13. File 102-89-26. [Public Employment] Ordinance amending Annual Salary Ordinance 1989-90, Municipal Court, to provide a salary increase for judges and traffic referees, effective January 1, 1990. (Civil Service Commission) (COMPANION TO THE PRECEDING FILE)

ACTION: AMENDED. RECOMMENDED AS AMENDED. On line 18 correct typographical error for 0250-Traffic Referee rate from \$3590 to \$3950.

14. File 282-89-1. To consider a uniform policy for Imposition of user fees by all City agencies and departments. (Supervisor Gonzalez)

ACTION: CONTINUED TO JANUARY 24, 1990, MEETING.

CLOSED SESSION

15. File 45-89-54. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation (attorneys' fees) of the Socialist Action Party Larson against the City and County of San Francisco by payment of \$22,000. (City Attorney) (Federal Court No. C-89-0147)

ACTION: RECOMMENDED.

16. File 45-89-55. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Joan Faulkner against the City and County of San Francisco by payment of \$10,000. (City Attorney) (Superior Court No. 895-813)

ACTION: CONTINUED TO THE CALL OF THE CHAIR.

17. File 45-89-56. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Elizabeth Windom against the City and County of San Francisco by payment of \$25,000. (City Attorney) (Superior Court No. 893-238)

ACTION: RECOMMENDED.

18. File 45-89-57. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Niagara Investors v. City and County of San Francisco et al., to quiet title to real property by stipulation to a judgement that the City and County of San Francisco disclaims and abandons any interest in real property. (City Attorney) (Superior Court No. 911-839)

ACTION: RECOMMENDED.

19. File 45-89-15. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Veron C. Watters by payment of \$12,500. (City Attorney)

ACTION: RECOMMENDED.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

January 3, 1990

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst

JAN 4 1990

SUBJECT: January 3, 1990 Finance Committee Meeting

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Items 1 and 2 - Files 101-89-59 and 102-89-23

Note: These items were continued from the December 13, 1989 Finance Committee Meeting.

Department: Department of Public Health (DPH),
Central Office

Items: Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits, temporary salaries, medical service contracts and other operating expenses for the creation of eight positions (File 101-89-59).

Annual Salary Ordinance amendment reflecting the addition of eight positions (File 102-89-23).

Amount: \$167,108

Source of Funds: General Fund Reserve for Grant Matches Established in 1989-90 Budget

Description: The proposed amendment to the 1989-90 Salary Ordinance (File 102-89-23) would add eight positions. The proposed new positions, which will be reviewed at a future meeting of the Civil Service Commission, are as follows:

<u>No.</u>	<u>Class/Title</u>	1989-90 <u>Biweekly</u> <u>Salary</u>	1989-90 <u>Annual</u> <u>Salary</u>
<u>Permanent Salaries</u>			
1	2230 Physician Specialist (part-time)	\$2,459 - \$2,989	\$63,934 - \$77,714
1	2587 Health Worker III	912 - 1,104	23,712 - 28,704
2	2920 Medical Social Worker	1,349 - 1,634	35,074 - 42,484

Temporary Salaries

4	2906 Social Worker Trainee (part-time)	990 - 990	25,740 - 25,740
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At the top step, the eight positions to be added, would cost \$294,346 in annual salary costs. However, five of the eight positions are part-time positions, including one 2230 Physician Specialist and four 2906 Social Worker Trainee positions, and therefore, the annual salary costs would depend on the number of hours budgeted for the positions.

The proposed Supplemental Appropriation Ordinance (File 101-89-59) would appropriate \$167,108 for permanent salaries and mandatory fringe benefits, temporary salaries, medical service contracts, use of employees car, other services, telephone, materials and supplies and services of other departments for the creation of eight positions for the six month period from January 1, 1990 through June 30, 1990, as follows:

Permanent Salaries - Misc.	\$68,309
Temporary Salaries	3,750
Mandatory Fringe Benefits	18,496
Medical Service Contract	64,793
Use of Employees Car	360
Other Services	1,000
Telephone	150
Materials and Supplies	250
Services of Other Departments	<u>10,000</u>
Total Appropriation	\$167,108

BOARD OF SUPERVISORS
BUDGET ANALYST

On December 18, 1989, the Board of Supervisors' Governmental Operations Committee considered a resolution (File 146-89-68) authorizing the Department of Public Health (DPH) to apply for, accept and expend a Federal McKinney Homeless Assistance grant of \$929,139 to continue the provision of Homeless Primary Care and Substance Abuse Services (Healthcare for the Homeless). This item was continued pending the submission of a supplemental appropriation request for \$167,108 (this item) which is needed to meet the pending grant's local match requirements.

The Federal grant would fund the City's share of a collaborative effort between the DPH and the San Francisco Community Clinic Consortium (SFCCC). The Healthcare for the Homeless program provides comprehensive primary health care, social services and substance abuse services to homeless persons in San Francisco through a network of eight community-based health clinics, including the City-operated Tom Waddell Clinic. During 1990, the project will expand to include services to homeless people with HIV disease and tuberculosis, those in need of podiatry and dermatological services, and specialized services to families, women, youth and seniors.

The DPH is applying for a grant in the amount of \$929,139 for the twelve month period from January 1, 1990 through December 31, 1990. The grant requires a one-third, or \$464,570 match of total project costs of \$1,393,709. For the six-month period from January 1, 1990 through June 30, 1990, the DPH expects to provide a local match of \$232,285 (\$464,570 ÷ 2), consisting of \$65,177 in previously budgeted FY 1989-90 DPH funds and \$167,108 from the proposed supplemental appropriation, as follows:

<u>Permanent Salaries</u>	<u>Positions</u>	<u>FTE</u>	
Medical Social Worker	2	1.0	\$36,764
Two medical social workers would provide additional social support services, advocacy services for the homeless, and information services to service providers regarding homeless social work. The Program currently has 3.0 FTE medical social workers and 1.0 FTE senior medical social workers.			

Physician Specialist (part-time)	1	0.25	18,506
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One 0.5 FTE physician specialist would provide additional medical services at clinics providing specialty services for HIV disease, chemical dependency and women's needs. The Program currently has four nurse practitioners and no physician specialists.

Health Worker III	1	0.5	<u>13,039</u>
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One health worker would serve as a health triage worker and clinic coordinator to manage patient flow for social services, outreach and mental health services at the Tom Waddell Clinic. The Program currently has no health workers.

Subtotal Permanent Salaries			\$68,309
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Temporary Salaries

Social Worker Trainees (part-time)	4	1.0	3,750
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Four part-time, temporary social worker trainees would provide additional social work support services. As noted earlier, the Program currently has 3.0 FTE medical social workers and 1.0 FTE senior medical social worker.

Subtotal Positions/FTE	<u>8</u>	<u>2.75</u>	
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<u>Mandatory Fringe Benefits</u>			18,496
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Medical Service Contracts

Bayview Hunters Point Foundation			
Case Manager/Therapist			\$51,393

Three case managers/therapists would be added through the Bayview Hunters Point contract to provide crisis intervention, therapy and case management to 500 youths per year at the Larkin Street multi-service center, the Diamond Street Youth Shelter and the Hospitality House. The Program currently has 2.0 FTE case managers /therapists.

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BUDGET ANALYST

Memo to Finance Committee
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18th St. Services

Outreach Worker 13,400

One outreach worker would be added to the 18th Street Services contract to provide additional services to contract and recruit homeless youths. The Program currently has 7.0 FTE outreach workers.

Subtotal Medical Services Contracts 64,793

Operating Expenses

Use of Employee Cars for Local Travel	\$ 360
Other Services (bus tokens)	1,000
Telephone (2 pagers)	150
Materials and Supplies (books and education)	250
Services of Other Departments	
MIS - Data Processing	2,500
SFGH - Dental Lab	<u>7,500</u>
Subtotal Operating Expenses	<u>11,760</u>

Total Proposed Supplemental Appropriation
for Grant Match \$167,108

Previously Budgeted Funds - FY 1989-90

FTE

Salaries

Medical Social Worker	0.5	\$18,382
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Mandatory Fringe Benefits 5,330

Capital Expenditures - State-funded
renovation for the Tom Waddell Clinic 41,465

Total Previously Budgeted Funds \$65,177

Grand Total Local Match \$232,285

Comments:

1. To complete the required match of \$464,570 for the calendar year 1990, an additional \$232,285 would be required to be included in the DPH's FY 1990-91 budget. According to Mr. Fred Milligan of the DPH, the grant match funds for 1990 were not included in the DPH's FY 1989-90 budget because the DPH did not receive the Federal grant application materials until September, 1989. According to Mr. Milligan, the McKinney Homeless Assistance grant funds is expected to continue for a minimum of three years, through 1992.

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2. Mr. Milligan reports that the DPH's Healthcare for the Homeless program was funded from 1985 to 1988 by grant monies from the Robert Wood Johnson/Pew Memorial Trust (RWJ) Fund. In 1989, the Program was funded by \$591,807 from the McKinney Homeless Assistance grant, \$197,269 from the City's in-kind match, and an additional amount, which the DPH is currently unable to determine, from the RWJ Fund which was carried forward from 1988. According to Mr. Milligan, because the RWJ grant was restricted to non-profit organizations, the Episcopal Diocese, a non-profit organization acted as a vehicle for the City to receive the funds. In response to inquiries from the Budget Analyst, Mr. Milligan reports that DPH has submitted requests for a full accounting of previous funds received and carried forward from both RWJ and the Episcopal Diocese. To date, the DPH has not received a full accounting for these funds.

3. Mr. Milligan indicates that the pending grant amount of \$929,139 would provide funding to 1) maintain the Program's 1989 level of services, 2) fund salary standardization, and 3) fund the nurses MOU increases as previously approved by the Board of Supervisors. In response to Budget Analyst inquiries, Mr. Milligan reports that the total project budget of \$1,393,709 has been identified by first determining the grant amount required to maintain the existing level of program services (\$929,139) and then calculating the City's required match of \$464,570. However, this method of project budgeting would increase the program by 50 percent over the existing level of services. Increasing healthcare services to the homeless to this level is a policy matter for the Board of Supervisors.

4. During 1989, Mr. Milligan estimates that the Healthcare for the Homeless Program will have provided approximately 12,000 client consultations of medical, mental health and social services to 5,000 persons (unduplicated client count). The DPH anticipates that additional funding from the proposed supplemental appropriation, if approved, would allow the DPH to provide approximately 4,000 additional client consultations to 1,000 additional persons during 1990.

5. Mr. Milligan indicates that the DPH is uncertain as to whether the DPH will receive the entire grant amount of \$929,139. According to Mr. Milligan, the DPH expects the Federal grant agency to notify DPH of the actual grant award in January, 1990. Although the DPH has not yet received the grant award, the DPH requests that the proposed supplemental appropriation be approved at this time in order

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BUDGET ANALYST

to allow the existing program to continue without a break in continuity in services.

6. It should be noted that if the grant award is less than \$929,139, the amount of the City's required match would then be less than \$464,570. However, Mr. Milligan states that the DPH would request the proposed supplemental funds of \$167,108 regardless of the actual local match required, in order to, at a minimum, maintain the Program's existing level of services. Mr. Milligan states that if the proposed \$167,108 supplemental appropriation were approved and the DPH is not awarded the entire \$929,139 grant amount, the DPH will use the supplemental funds to first maintain the level of services included in the grant budget, and then, at their own discretion, select the positions and services to be augmented with the remaining available supplemental appropriation funds. The Budget Analyst believes that the Board of Supervisors should review and approve any revisions to the budget of the proposed supplemental appropriation.

7. As previously noted, the eight requested positions have not yet been reviewed by the Civil Service Commission. Mr. Milligan indicates that given the type of work to be conducted by the staff, the specific classifications for the positions should be relatively straightforward. Furthermore, Mr. Milligan reports that the requested classifications for these positions have not been submitted to Civil Service because the number and classifications of the positions will depend on the amount of grant and supplemental funds received.

8. As noted above, the proposed source of funds for the supplemental appropriation is General Fund monies which were reserved specifically for grant matches. Therefore, to the extent that the funds, established in a reserve by the Board of Supervisors in the 1989-90 budget, are used to maintain the current level of services rather than for the required match, the proposed supplemental appropriation would be used for purposes other than originally intended. The balance remaining in the General Fund - Restricted Reserve Fund, Grant Match Reserve, should the proposed supplemental appropriation be approved, would be \$832,892 (\$1,000,000 less this request of \$167,108).

9. If the proposed Salary Ordinance amendment is approved, the tenure of the eight proposed permanent positions should be limited to the term of the grant.

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Recommendation: Because of the potential increase of the Program by 50 percent over the existing level of services (Comment 3), that issue is a policy matter for the Board of Supervisors. However, because of the following unresolved other issues (as detailed in the Comments above), the Budget Analyst cannot make recommendations on this proposed legislation:

- Accounting for the carry forward funds from RWJ and Episcopal Diocese not yet determined (Comment 2);
- Uncertainty of grant award amount (Comments 5 and 6);
- Classification of eight proposed positions has not been submitted to Civil Service (Comment 7);
- Use of General Fund - Restricted Reserve Fund, Grant Match Reserve for purposes other than originally intended (Comment 8).

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BUDGET ANALYST

Items 3 and 4 - Files 101-89-65 and 102-89-25

Note: These items were continued at the December 13, 1989 Finance Committee meeting.

Department: Department of Public Health (DPH),
Central Office

Items: Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits, and other operating expenses for the creation of eleven positions (File 101-89-65).

Annual Salary Ordinance amendment reflecting the addition of fourteen positions and the deletion of two positions (File 102-89-25).

Amount: \$241,202

Source of Funds: General Fund - General Reserve

Description: The proposed amendment to the 1989-90 Annual Salary Ordinance (File 102-89-25) would create fourteen positions and delete two positions. The proposed amendments, which will be reviewed at a future meeting of the Civil Service Commission, are as follows:

<u>Action</u>	<u>No.</u>	<u>Classification</u>	1989-90 Biweekly Salary	Top Step Annual Salary
Create	1	1402 Junior Clerk	\$684-\$826	\$21,476
Create	1	1444 Secretary I	814-984	25,584
Create	1	1446 Secretary II	943-1,141	29,666
Create	1	2218 Physician Assistant	1,573-1,909	49,634
Create	1	2230 Physician Specialist	2,459-2,989	77,714
Create	1	2232 Sr. Physician Specialist	2,582-3,138	81,588
Create	1	2246 Asst. Dir. of Clin. Services I	1,936-2,354	61,204
Create	2	2305 Psychiatric Technician	966-1,169	30,394
Create	1	2593 Health Pgm. Coord. III	1,580-1,918	49,868
Create	2	2930 Psychiatric Social Worker	1,349-1,634	42,484
Create	1	2328 Nurse Practitioner	1,650-2,104	54,704
Create	1	2328 Nurse Prac. (part-time)	1,650-2,104	54,704
	14			
Delete	1	2932 Sr. Psych. Social Worker	1,484-1,800	46,800
Delete	<u>1</u>	2328 Nurse Practitioner	1,650-2,104	54,704
	2			

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At the top step, the fourteen positions to be added would cost \$651,898 in annual salary costs, which is \$550,394 more than the annual salary costs of \$101,504 for the two positions to be deleted.

The proposed Supplemental Appropriation Ordinance (File 101-89-65) would appropriate \$241,202 for permanent salaries and mandatory fringe benefits, and other operating expenses for the creation of eleven positions for the six month period from January 1, 1990 through June 30, 1990, as follows:

Permanent Salaries - Misc.	\$134,519
Mandatory Fringe Benefits	39,858
Professional Services	5,000
Data/Word Processing Professional Svcs Contract	15,000
Training	3,000
Other Services	6,000
Telephone	10,000
Materials and Supplies	25,500
Equipment Purchase	<u>2,325</u>
Total Appropriation	\$241,202

**DPH Requested
Revisions:**

According to Dr. Larry Meredith of DPH, the proposed Supplemental Appropriation Ordinance and Annual Salary Ordinance amendment do not reflect the intention of the DPH. Dr. Meredith states that the Annual Salary Ordinance amendment (File 102-89-25), which currently reflects the addition of fourteen positions and the deletion of two positions, should be amended to reflect the addition of ten positions and the deletion of two positions, as follows:

<u>Action</u>	<u>No.</u>	<u>Classification</u>	<u>1989-90 Biweekly Salary</u>	<u>Top Step Annual Salary</u>
Create	1	1402 Junior Clerk	\$684-\$826	\$21,476
Create	1	1446 Secretary II	943-1,141	29,666
Create	1	2218 Physician Assistant	1,573-1,909	49,634
Create	1	2246 Asst. Dir. of Clin. Svcs. I	1,936-2,354	61,204
Create	3	2305 Psychiatric Technician	966-1,169	30,394
Create	1	2328 Nurse Practitioner	1,650-2,104	54,704
Create	1	2593 Health Prog. Coord. III	1,580-1,918	49,868
Create	<u>1</u>	2930 Psych. Social Worker	1,349-1,634	42,484
	10			
Delete	1	2323 Clinical Nurse Spec.	1,706-2,136	55,536
Delete	<u>1</u>	2932 Sr. Psych. Soc. Wkr.	1,484-1,800	46,800
	2			

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
January 3, 1990

At the top step the net increase in personnel costs resulting from these new and upgraded positions would be \$297,882 annually.

Dr. Meredith states that the proposed Supplemental Appropriation Ordinance (File 101-89-65) should be amended to appropriate \$208,673 (as opposed to \$241,202) for permanent salaries and mandatory fringe benefits, and other operating expenses for the creation of ten positions and deletion of two positions for the six month period from January 1, 1990 through June 30, 1990, as follows:

Permanent Salaries - Misc. (to satisfy Youth Law Center requirements)	\$91,872
Permanent Salaries - Misc. (support staff)	<u>41,379</u>
Total - Permanent Salaries - Misc.	\$133,251
Permanent Salaries - Nurses	(17,721)
Retirement	17,330
Social Security	8,757
Unemployment Insurance	231
Professional Services	5,000
Data/Word Processing Professional Svcs Contract	15,000
Training	3,000
Other Services	6,000
Telephone	10,000
Materials and Supplies	25,500
Equipment Purchase	<u>2,325</u>
Total Supplemental Appropriation (Revised)	\$208,673

Analysis: Of the total of ten new positions and deletion of two positions, the DPH is requesting six additional positions and increased hours for one existing position in order to satisfy Youth Law Center requirements, as follows:

<u>Classification</u>	<u>FTEs</u>	<u>Salary</u>
<u>New Positions:</u>		
1- 2218 Physician Assistant	1.0	\$20,449
3- 2305 Psychiatric Technician	3.0	37,674
1- 2930 Psychiatric Social Worker	1.0	19,292
1- 2328 Nurse Practitioner (Part-Time)	0.5	10,933
<u>Increased Hours for Existing Position:</u>		
2218 Physician Specialist	<u>0.1</u>	<u>3,524</u>
Total - Permanent Salaries - Misc.	5.6	\$91,872
Mandatory Fringe Benefits		<u>20,929</u>
Total Increases to Satisfy Youth Law Center Requirements		\$112,801

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According to Mr. Dennis Aftergut of the City Attorney's Office, staffing level increases were originally part of negotiations between the Youth Law Center and the City. Those negotiations subsequently failed, and a lawsuit by the Youth Law Center challenging the conditions at the Youth Guidance Center is expected in the near future. Mr. Aftergut states that the City's potential vulnerability with respect to the anticipated lawsuit will be increased without the six new positions and increased hours.

In addition to the new staffing requested to satisfy Youth Law Center requirements, the DPH is requesting two new positions, two upward reclassifications and operating expenses to provide support services for the proposed additional staff necessary to satisfy Youth Law Center requirements and to improve the general level of services at YGC, as follows:

<u>Classification</u>	<u>FTEs</u>	<u>Salary</u>
<u>New Positions:</u>		
1- 1402 Junior Clerk (Part Time)	0.5	\$5,369*
1- 1446 Secretary II	1.0	12,259*
<u>Upgrades:</u>		
(1)- 2323 Clinical Nurse Specialist	(1.0)	(28,689)**
1- 2246 Asst. Dir. Clinical Svcs I	1.0	27,755**
(1)- 2932 Sr. Psych. Soc. Worker	(1.0)	(16,787)**
1- 2593 Health Prog. Coord. III	<u>1.0</u>	<u>23,751*</u>
<u>Total Salaries</u>	1.5	\$23,658

* Permanent Salaries - Misc. totals \$41,379

**Permanent Salaries - Nurses totals (\$17,721)

<u>Mandatory Fringe Benefits</u>	5,389
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Professional Services - to improve
the general level of services, as
follows:

Eyeglasses (10 prs x \$100/pr)	\$1,000	
Orthopedic devices	150	
Braces (5 sets x \$200/set)	1,000	
Collars (5 sets x \$30/set)	150	
Podiatric Services (5 appts. x \$50/appt.)	250	
Root Canals/Orthodontia (20 appts x \$100/appt.)	2,000	
UCSF consultations (3 x \$150 ea.)	<u>450</u>	
Total - Professional Services		5,000

Data/Word Processing Professional
Services - one time cost to provide
new funds for planning and
implementation of a management
information system and to assist in
improving and modernizing the
medical records system. Vendor to
be selected. 15,000

Training - to provide additional
educational services for existing
and new staff, as follows:

Individual sessions (40 people x \$50/person)	\$2,000	
Group sessions (15 hrs x \$50/hr.)	750	
Conflict Resolution (fee)	<u>250</u>	
Total - Training		3,000

Other Services - to provide
additional educational materials for
existing staff and to provide
additional operating expenses for
new staff for one year.

Subscriptions	\$1,000	
Printing	3,000	
Postage	1,000	
Advertising	<u>1,000</u>	
Total - Other Services		6,000

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Telephones - one-time phone installation costs for six of the proposed new positions, one phone installation for the proposed new fax machine, and three new phones to improve the general level of services in the Department (10 units @ \$216/unit). \$2,160

The DPH request also includes funding for telephone usage, which was not transferred in the FY 1989-90 budget when Forensic Youth Services was transferred from the DPH, Division of Mental Health, Substance Abuse and Forensic Services to DPH Central Office.

Usage (12 months @ \$533.33/mo.) 6,400
Service Charge (12 months @ \$120/mo.) 1,440

Total - Telephones 10,000

Materials and Supplies - to improve the general level of services at YGC

Computer Software (one-time cost) \$6,500
Minor furnishings to provide
partitions for the offices (one-time cost) 12,000
Food for clients 4,000
Technical supplies 3,000
Total - Materials and Supplies 25,500

Equipment - one-time costs to improve the general level of services at YGC

Refrigerator to store lunches and food for clients \$525
FAX machine 1,800
Total - Equipment 2,325

Total Support Services and General Increase of Level of Services \$95,872

Total Proposed Supplemental Appropriation (Revised) \$208,673

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Comments:

1. Based on existing staffing levels at YGC, Log Cabin Ranch, Larkin Street Youth Center and Huckleberry House, and a review of standards of medical, psychiatric and social services as determined by the State Welfare and Institutions Code and standards established by recent State legislation, the Budget Analyst concurs with the Department's assessment of the need for the six new medical/psychiatric positions and the increased hours for a Physician Specialist. However, the earliest that the proposed positions could be filled is January 25, 1990. Therefore, the proposed funding for the six positions, increased hours and fringe benefits should be reduced by \$15,619 from \$112,801 to \$97,182 for 11.2 biweekly payperiods from January 25, through June 30, 1990, as follows:

	Requested Supplemental <u>Funding</u>	Recommended Supplemental <u>Funding</u>	<u>Savings</u>
New Positions:			
2218 Physician Assistant	\$20,449	\$17,618	\$ 2,831
2305 Psychiatric Technician	37,674	32,458	5,216
2930 Psychiatric Social Worker	19,292	16,621	2,671
2328 Nurse Practitioner	10,933	9,419	1,514
Increased Hours:			
2218 Physician Specialist	<u>3,524</u>	<u>3,036</u>	<u>488</u>
Total Salaries	\$91,872	\$79,152	\$12,720
Mandatory Fringe Benefits	<u>20,929</u>	<u>18,030</u>	<u>2,899</u>
Total	\$112,801	\$97,182	\$15,619

2. Similarly, the earliest the two new clerical positions could be filled is January 25, 1990. Therefore, only \$18,647 is necessary to fund these two positions for 11.2 biweekly pay periods from January 25, through June 30, 1990, as follows:

	Requested Supplemental <u>Funding</u>	Recommended Supplemental <u>Funding</u>	<u>Savings</u>
1402 Junior Clerk (Part Time)	\$ 5,369	\$ 4,626	\$ 743
1446 Secretary II	<u>12,259</u>	<u>10,562</u>	<u>1,697</u>
Total Salaries	\$17,628	\$15,188	\$2,440
Corresponding Mandatory Fringe Benefits	<u>4,015</u>	<u>3,459</u>	<u>556</u>
Total	\$21,643	\$18,647	\$2,996

3. Although the proposed two upgraded positions have not yet been approved by Civil Service, according to Ms. Janet Shalwitz, Medical Director of Forensic Youth Services, the 2323 Clinical Nurse Specialist and the 2932 Senior Pyschiatric Social Worker are currently performing the duties of the 2246 Assistant Director Clinical Services I and the 2593 Health Program Coordinator II, respectively. Therefore, according to Ms. Shalwitz, the proposed upgrades would provide the employees with the proper classification and compensation commensurate with their duties.

4. Because the vendor has not yet been selected to perform and because EIPSC has not approved the proposed Data/Word Processing Professional Services, the requested \$15,000 should be reserved pending approval by EIPSC, selection of a vendor and detailing of hours of professional services, rates per hour and MBE/WBE status of vendor.

5. The proposed Other Services expenses (i.e., subscriptions, printing, postage and advertising) are proposed to cover the costs for a one year period. However, the revised legislation is intended to cover the Department's expenses from January through June 30, 1990. Therefore, the proposed Other Services costs should be reduced to reflect six months of expenses from \$6,000 to \$3,000, a savings of \$3,000.

6. The proposed Telephone costs are to cover both one-time installation expenses as well as usage and service charges for 12 months. Since the Department is requesting that the legislation be revised to cover the remaining six months of the fiscal year, the proposed telephone costs should be reduced to reflect usage and service charges for six months. Therefore, the requested \$10,000 should be reduced to \$6,080, for a savings of \$3,920.

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7. The Budget Analyst's analysis and recommendations are based on the revisions communicated to the Budget Analyst by Dr. Meredith, verbally. As of the writing of this report, the Budget Analyst has not seen any substitute legislation that could be required to effect the extensive revisions that Dr. Meredith indicates are the intent of these ordinances. Therefore, should DPH's revisions of these ordinances that become the subject of Finance Committee considerations differ from the revisions detailed in the DPH Requested Revisions section of this report, the Budget Analyst's analysis and recommendation also might require revision.

Recommendations: 1. Amend the proposed DPH revised Supplemental Appropriation Ordinance (File 101-89-65), as discussed in Comments 1, 2 and 3 above, to reduce the requested \$208,673 supplemental by \$25,535 to \$183,138 and to reserve \$15,000 for data/word processing professional services pending approval by EIPSC, selection of the vendor and detailing of the hours of professional services, hourly rates and MBE/WBE status, as follows:

	Requested Supplemental <u>Funding</u>	Recommended Supplemental <u>Funding</u>	<u>Savings</u>
Permanent Salaries - Misc. (to satisfy Youth Law Center requirements)	\$91,872	\$79,152	\$12,720
Permanent Salaries - Misc. (support staff)	<u>41,379</u>	<u>38,939</u>	<u>2,440</u>
Total - Permanent Salaries - Misc.	\$133,251	\$118,091	\$15,160
Permanent Salaries - Nurses	(17,721)	(17,721)	0
Retirement	17,330	15,055	2,275
Social Security	8,757	7,607	1,150
Unemployment Insurance	231	201	30
Professional Services	5,000	5,000	0
Data/Word Processing Professional Services	15,000	15,000*	0

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Memo to Finance Committee
January 3, 1990

	Requested Supplemental <u>Funding</u>	Recommended Supplemental <u>Funding</u>	<u>Savings</u>
Training	\$3,000	\$3,000	\$0
Other Services	6,000	3,000	3,000
Telephones	10,000	6,080	3,920
Materials and Supplies	25,500	25,500	0
Equipment	<u>2,325</u>	<u>2,325</u>	<u>0</u>
Total	\$208,673	\$183,138	\$25,535

*Amount to be reserved.

2. Approve the DPH revised Supplemental Appropriation Ordinance as amended.

3. Approve the proposed DPH revised Ordinance to amend the Annual Salary Ordinance (File 102-89-25).

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Item 5 - File 101-89-34.1

Note: This item was continued from the December 13, 1989 Finance Committee meeting.

Department: Public Library

Item: Request for release of reserve

Amount: \$175,000

Source of Funds: 1988 Library Improvement Bond funds

Description: In October of 1989, the Board of Supervisors approved a supplemental appropriation totalling \$11,366,423 to begin design and construction on the new Main Library, fund various branch library improvements, and provide other project services. Of the \$11,366,423 appropriated, first year funding in the amount of \$175,000 for the Bureau of Architecture's project manager and for architectural supervision was placed on reserve pending the provision of detailed information on the level and type of services to be provided by the Bureau.

According to Russ Abel of DPW's Bureau of Architecture, the Bureau of Architecture will be responsible for project management and administration of all aspects of the Library Improvement Bond issue, including the design and construction of the new Main Library and Branch Library renovations. Project management and administration of the new Main Library will include oversight of the design contract with the architects, and provision of "owner supplied information" such as surveys, soils testing, and utility locations. The Bureau has submitted the following budget for the period covering January 1, 1990 through December 31, 1990:

<u>Project Budget Item</u>	<u>Budgeted Amount</u>
Project Manager - 2,080 hours @ \$32.17 / hour	\$66,904
Principal Architect - 296 hours @ \$33.75 / hour	9,990
DPW overhead (105.19% of Salaries)	80,884
Contingency - (overtime, temporary PT positions)	<u>17,222</u>
Total	\$175,000

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Comments:

1. Mr. Abel reports that one new Project Manager position at the Bureau of Architecture was created specifically by work-order to manage the projects funded by the Library Improvement Bond issue. Mr. Abel states that once the branch renovations are complete and the new Main Library is constructed, the positions will be eliminated and the staff reassigned to other existing work-orders in the Bureau.

2. Mr. Abel reports that the architectural design contract for the Main Library is currently being negotiated with the two architectural firms.

3. With respect to Branch Library renovation projects, the Library Improvement Bond issue provides \$5,000,000 for Branch Library renovations which, according to Ms. Kathy Page of the Library, will not be sufficient to renovate all of the 21 Branch Libraries owned by the City. The Library Commission has developed a partial priority list of branches needing immediate renovation work based on the public's use of the branches or the branches' seismic vulnerability. The Commission's priority list consists of the following branches:

1. Park
2. Sunset
3. Mission
4. Richmond
5. Chinatown

Although final cost estimates for renovations of all of the City owned Branch Libraries are not yet available, Mr. Abel states that DPW currently estimates that eight branches could be renovated using the \$5 million available from the bond issue and is conducting further cost estimates of other Branch Libraries. Ms. Page further reports that the Library intends to seek outside funding such as State Library Construction Bond funds (Proposition 85) to supplement local financing of the Branch Library renovations. Proposition 85 funds would provide 65% matching funds for Library capital improvement projects. Currently, the Bureau of Architecture is engaged in architectural design and engineering for the renovations to the Park and Sunset Branch Libraries.

4. The Library Commission also considers the Presidio Branch Library to be a top priority, but the Commission decided to close the Presidio Branch temporarily to use it as a storage facility for books and materials, located at other Branch Libraries, while the other Branch Libraries are being renovated and while repairs are made to the earthquake-

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damaged Main Library. Ms. Karen Cox, Assistant City Librarian, reports that the Library recently received other offers as an alternative to using the Presidio Branch for storage. On December 14, 1989, the Library Commission convened a public meeting to discuss its decision to close the Presidio Branch Library. However, as of the writing of this report, the Library Commission has not taken formal action on this matter.

5. The Bureau has submitted a budget of \$175,000 for Calendar Year 1990, rather than for Fiscal Year 1989-90. Based on the budget submitted, the Bureau of Architecture will spend \$87,500 from January 1, 1990 through June 30, 1990. In order to coincide the Bureau of Architecture's expenditure of funds with Fiscal Year 1989-90, the Budget Analyst recommends that the request for release of reserve in the amount of \$175,000 be reduced to \$87,500 to fund the remainder of Fiscal Year 1989-90. The Library and DPW's Bureau of Architecture should then budget the Library Improvement Bond issue funds for Project Management for the full Fiscal Year 1990-91, request release of the remaining reserves of \$87,500 and submit a supplemental appropriation request to fund the remainder of Fiscal Year 1990-91 accordingly.

Recommendation: Amend the request for release of reserve from \$175,000 to \$87,500 to fund the Project Management of the Library Improvement Bond funds from January 1, 1990 through June 30, 1990.

Item 6 - File 101-89-48

Note: This item was continued from the December 13, 1989 Finance Committee meeting.

1. This is a hearing to discuss the need for appropriations for emergency earthquake relief and services.

2. The Mayor's October 23, 1989 report to the Board of Supervisors indicated that as a result of the October 17, 1989 earthquake, the City's "public sector costs could be \$750 million", including between \$13 and \$15 million for all staffing costs during the first days of the emergency, \$61 million at the Port, \$20 million at the Asian Art Museum and Fine Arts Museum, \$17 million for the Health Department, \$7 million at the Airport and \$84 million estimated by the Department of Public Works for sewers, streets, sidewalks and signals. The Mayor reported private sector costs could be between \$1.5 billion and \$2.5 billion. Overall, the Mayor reported that the costs of the earthquake will be in excess of \$2.2 billion. As of December 28, 1989, the City's 1989-90 Emergency Reserve Fund was \$4,862,322 and the General Fund General Reserve Fund was \$13,002,956.

3. In response to inquiries by the Budget Analyst, Dave Fong of the Controller's Office reports that the total costs to the City as a result of the earthquake of October 17, 1989 have not been fully identified. City departments have been instructed to use already appropriated funds to cover earthquake related costs, such as overtime pay and emergency contracts. Given the current emergency situation, Mr. Fong reports that if departments do not have sufficient funds, the Controller can authorize the transfer of funds from any legally available source of funds to cover the incurred expenditures. According to the Federal Emergency Management Administration (FEMA) regulations, the City must first expend its own funds and then apply for reimbursement.

4. The Controller issued several memos to all City departments requesting specific information regarding detailed accounting of all costs incurred in response to the earthquake. As of the writing of this report, that information has not been fully provided to the Controller's Office. Mr. Fong reports that on November 6, 1989, the Controller received the payroll cost information regarding the direct labor and overtime expenses incurred by each City department during the two-week payroll period between October 16 and 27, 1989. This report indicates overtime expenses of \$4,458,493 during the two-week period. This is in contrast to an average overtime cost of less than \$2 million for each payroll period during the 1989 calendar year, or an increase of more than approximately \$2.5 million in overtime costs, as a result of the earthquake.

5. In December, 1989, the Board of Supervisors approved an amendment of the Annual Appropriation Ordinance which authorizes the Controller to transfer funds received from the Federal Emergency Management Administration (FEMA) and from the State directly to the City departments that incurred the expenses (File 101-89-54). Individual supplemental appropriations to distribute Federal and State earthquake relief funds to departments that incurred such expenses will therefore not need to be reviewed and approved by the Board of Supervisors. However, the Controller will provide a complete accounting of all costs and expenditures by City Department and Fund and all revenues received from each disaster relief agency in quarterly reports to the Board of Supervisors.

6. According to Mr. Fong, the State has allocated an initial \$3 million to San Francisco for the immediate response public activities incurred by the City and County of San Francisco, the Unified School District, the Redevelopment Agency and the Housing Authority. Mr. Fong reports that FEMA is authorized to allocate another \$15 million to San Francisco after the City's Damage Survey Report is completed and validated by FEMA. According to Mr. Fong, during the past several weeks the Controller's Office has been working closely with FEMA and State auditors to recover the City's emergency response portion of the claim. Under the current Federal and State regulations, 75 percent of the City's "eligible" costs would be reimbursable by FEMA and the State would provide the remaining 25 percent of the funds not reimbursed by FEMA. Mr. Fong notes that the costs that would be "eligible" for such reimbursement have not been determined.

Item 7 - File 101-87-36.36

Note: This item was continued from the December 6, 1989 Finance Committee meeting.

Department: Chief Administrative Officer (CAO)

Item: Request to release reserved funds

Amount: \$50,000

Source of Funds: Previously appropriated Capital Improvement Project Fund monies that were reserved in FY 1987-88 and have been carried forward to FY 1989-90.

Description: During the FY 1987-88 mid-year budget review, the Board of Supervisors reserved \$50,000 of Capital Improvement Project Fund monies for bond program reports. The purpose of these reports is to provide a detailed description of the purpose and cost of the proposed bond issue. According to the Controller's Office, as of December 1, 1989, the bond program report account for Capital Improvement Projects contained a total of \$127,696, including \$50,000 which has been carried forward from FY 1987-88 and \$77,696 in previously appropriated, unencumbered monies.

The CAO's Office is now requesting a release of the \$50,000 to conduct detailed seismic evaluations of four buildings - 101 Grove Street, Civic Auditorium, War Memorial and the Opera House - and maintenance and safety evaluations of these four buildings plus City Hall. The completed seismic, maintenance and safety evaluations would be used in connection with the preparation of a bond program report. Therefore, the use of \$50,000 for these evaluations would be consistent with the original proposed use of these funds.

The proposed seismic evaluations would be prepared in addition to earthquake damage assessment surveys currently being conducted by the Department of Public Works on the above-cited and other City buildings. The proposed seismic evaluations would be conducted to prepare a bond program report for a General Obligation bond proposal to address seismic safety for these five structures and other City buildings which have not been covered by previous bond issues. The CAO's Office anticipates submitting the proposed General Obligation bond proposal to the Board of Supervisors for placement on the June, 1990 ballot.

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The proposed seismic studies would address seismic upgrades to strengthen the buildings against future damage rather than repairs for damages resulting from the earthquake. The CAO proposes to address seismic safety concerns at this time in order to enable DPW to coordinate the proposed upgrades with the repairs and to complete the bond program report in time to place the bond proposal on the June, 1990 ballot.

The requested release of \$50,000 would be combined with available previously appropriated Capital Improvement Project Funds of \$77,696 for a total of \$127,696 for the preparation of the seismic studies. According to Mr. Norm Karasick, City Architect, the proposed monies would fund contractual services with a total of five consultants: four structural engineering firms (one for each of the four buildings to be assessed) and one asbestos consultant. In addition, the Bureau of Architecture would assess roofing, electrical, mechanical, fire and life safety and other maintenance that has been deferred on the four buildings plus City Hall.

Mr. Karasick indicates that the costs for the various buildings and items of work are as follows:

Opera House

Degenkolb & Associates	\$9,500
Structural Engineers	

War Memorial

Degenkolb & Associates	
Structural Engineers	\$9,000

William Kaplan	
Structural Engineers	5,000

Chorssen Associates	
Asbestos Consultant	<u>10,000</u>

Total - War Memorial	24,000
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101 Grove

Shapiro Okino & Hom	\$9,800
Structural Engineers	

Chorssen Associates	<u>10,000</u>
Asbestos Consultant	

Total - 101 Grove	19,800
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Civic Auditorium

H.J. Brunnier Associates \$9,800
Structural Engineers

Chorssen Associates 9,800
Asbestos Consultant

Total - Civic Auditorium 19,600

Total Consultants \$72,900

Deferred Maintenance Review (5 buildings)

Bureau of Architecture

Principal Architect
40 hrs. @ \$69 \$2,760

Architect
160 hrs. @ \$57 9,120

Clerical
40 hrs. @ \$26 1,040

\$12,920

Fire and Life Safety (5 buildings)

Bureau of Architecture

Principal Architect
80 hrs. @ \$69 \$5,520

Architect
160 hrs. @ \$57 9,120

Clerical
40 hrs. @ \$26 1,040

15,680

Bond Program Report Preparation (5 buildings)

Bureau of Architecture

Principal Architect
16 hrs. @ \$69 \$1,104

Architect
40 hrs. @ \$57 2,280

Clerical
40 hrs. @ \$26 1,040

4,424

Total Bureau of Architecture \$33,024

Subtotal \$105,924

Contingency 6% 6,355

Total \$112,279

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Comments:

1. As indicated above, the total cost for the contractual services is \$72,900, which is less than the \$77,696 previously appropriated for this work. As a result, Mr. Karasick reports that the Department has entered into contracts with the above listed firms. All of the structural engineers were selected because they each had prior experience in that particular City building. Mr. Karasick reports that although none of the structural engineering firms are MBE or WBE firms, all of the structural engineering firms are local businesses. Mr. Karasick indicates that the asbestos consultant is a qualified woman business enterprise (WBE).

2. Although the CAO had initially requested using the proposed funds to conduct the detailed seismic evaluation of City Hall, the detailed structural analysis of City Hall will be conducted with the use of capital budget funds. According to Mr. Calvin Malone of the City Planning Department, in fiscal year 1988-89, the Capital Improvement Budget included \$100,000 for seismic safety surveys of City buildings, specifically City Hall. Mr. Karasick reports that this detailed structural analysis of City Hall has recently begun.

3. The proposed bond program report which will be prepared by the DPW's Bureau of Architecture is anticipated to include the costs to repair not only the five buildings identified in this item, but also the cost to seismically repair all other City buildings that have suffered damage. Mr. Karasick reports that there are approximately 189 City buildings or facilities that have suffered damage. The Federal Emergency Management Agency (FEMA) and the State will likely pay for a portion of the repairs to the City buildings damaged in the October 17, 1989 earthquake. According to Mr. Karasick, the total estimate of damage less the amount anticipated to be reimbursed by FEMA and the State will be identified in the proposed bond program report.

4. According to Mr. Calvin Malone of the City Planning Department, in order to place a bond issue on the June, 1990 ballot, the bond program report, including the seismic evaluations requested by this item, must be completed and submitted to the City Attorney's Office by January 22, 1990. According to Mr. Karasick, the proposed release of reserved funds at this time would allow the DPW to complete the bond program report by January 22, 1990. Mr. Karasick indicates that if the DPW were unable to complete the bond program report by January 22, 1990, the bond issue would be proposed for placement on a ballot subsequent to June, 1990. The next election is scheduled for November, 1990.

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5. As noted earlier, the proposed use of the funds would be consistent with the original intended use. However, the current proposed scope of work is estimated to cost a total \$112,279. Given that \$77,696 has already been appropriated, the remaining requested reserved amount of \$50,000 should be reduced to \$34,583 (\$112,279 less \$77,696 equals \$34,583) and the balance of \$15,417 should remain on reserve.

Recommendation: Release \$34,583 of the requested reserve of \$50,000 and continue to reserve the remaining balance of \$15,417.

Item 8 - File 177-89-4

1. This is a hearing to consider the status and disposition of approximately 550 acres of Water Department land (Parcel 69) in Pleasanton near Interstate Highway 680 and Bernal Avenue.

2. Parcel 69 consists of approximately 550 acres of land located adjacent to the City of Pleasanton and bounded roughly by Bernal Avenue, the Southern Pacific Railroad tracks, and Laguna Creek (See attachment). The land has been zoned as "Specific Plan" by the City of Pleasanton, which means that a Specific Plan outlining the proposed uses of the land must be formulated and approved prior to development of the land.

3. In March of 1987, the Board of Supervisors approved Ordinance No. 104-87 which appropriated \$375,000 to the City's Water Department to formulate, in cooperation with the City of Pleasanton, a Specific Plan for development and a draft Environmental Impact Report (EIR) for the Water Department's Parcel 69. The Specific Plan would establish the zoning (allowable uses) for the subject parcel. At the time of the supplemental appropriation legislation, both the Water Department and the Public Utilities Commission (PUC) staff reported that development of a Specific Plan could enhance the value of the property by as much as \$2 million.

4. Subsequent to the appropriation of \$375,000 for the Specific Plan and draft EIR, the Board of Supervisors adopted Ordinance No. 200-88 in May of 1988 approving the sale of 26.9 acres of the approximately 550 acres of Parcel 69 to the Pleasanton School District for \$3,125,000, or approximately \$116,170 per acre. While the land sold to the School District is part of the 550 acres subject to the Specific Plan, the City of Pleasanton had specifically identified school sites as a desired land use and the Pleasanton School District had offered to buy the 26.9 acres for a proposed Middle School.

5. In May of 1989, additional funds in the amount of \$100,000 were transferred from the Water Department's Capital Programs to supplement the existing funding for the Specific Plan and draft EIR project and to pay for outside legal counsel associated with the sale of the land to the School District. Thus, to date, a total of \$475,000 has been appropriated to this project. In response to inquiries by the Budget Analyst, PUC - Planning staff anticipates that no additional funds will be needed to complete the Specific Plan and draft EIR.

6. Currently, the Specific Plan and draft EIR are being developed for the remaining 523.1 acres by the Planning Collaborative Company, the contractor selected in 1988 by a joint committee of the PUC and the City of Pleasanton. The contract was approved by the PUC and the Civil Service Commission and is administered by Mr. Doug Wright, PUC - Planning. The contract specifies that the Planning Collaborative Company will be paid the contract amount to develop the Specific Plan and draft EIR and does not provide for payment for services based on hours and hourly rates. In addition to the Planning Collaborative Company, the Water Department retained the legal services of Martin Inderbitzen (\$200 per hour) in connection with the sale of land to the Pleasanton

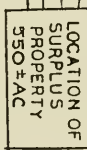
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School District. There are presently no other contractual agreements with other parties.

7. Preliminary plans within the Specific Plan call for mixed use development including housing, a golf course and various commercial uses. The Specific Plan and draft EIR should be completed and presented to the Pleasanton Planning Department within the next six months. Once the Specific Plan is approved by the Pleasanton Planning Department, the plan will be submitted to the Pleasanton Planning Commission and the Pleasanton City Council for their review and approval. PUC - Planning staff reports that the entire approval process should be completed by September of 1990.

8. According to PUC Planning staff, after approval of the Specific Plan by the Pleasanton City Council, the Water Department must negotiate a development agreement with the City of Pleasanton in order to obtain the actual right to develop the property. It is estimated that such an agreement for development would not occur before January of 1991, and actual development of the land would not begin before March of 1991.

9. The Water Department's intent in formulating the Specific Plan is to: (1) develop a long-term plan that maximizes the cash flow to the City of San Francisco from development of the property while at the same time maintaining ownership in the property, and (2) meet the planning objectives of the City of Pleasanton. Because the Specific Plan and draft EIR are still in the development stages, no detailed plans for site development have been made. As a result, the budgetary implications cannot be ascertained at this time. However, once the Specific Plan and draft EIR process and subsequent negotiations for development of the land are completed, any action to sell or lease the remaining 523.1 acres of surplus property would require the approval of the Board of Supervisors.



PARCEL "A-2"

PARCEL "C-3"

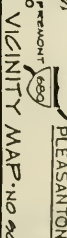
PARCEL "C" 264 ± AC

PARCEL

427 AC

2014 AC

PARCEL "A"	4.37 AC
PARCEL "B"	4.22 AC
PARCEL "C"	26.47 AC
PARCEL "D"	20.17 AC
TOTAL	55.07 AC
PARCEL "A-2"	0.9 AC
PARCEL "C-3"	3.182 AC



CAUTION: CHECK WITH TRACINGS TO SEE IF YOU HAVE LATEST REVISION

SURPLUS PROPERTY

КАУЧУКИ

THE

10

1. Introduction

C-1063

Item 9 - File 100-89-1.2

Department: Recreation and Park

Item: Request for release of reserve.

Amount: No funds are being requested.

Description: In June, 1989, during the 1989-90 budget hearings, a new Assistant Zoo Director position was placed on reserve by the Board of Supervisors, pending the selection of a new Zoo Director. The Recreation and Park Department is now requesting the release of the reserve for the new unfunded Assistant Zoo Director position.

According to Mr. Monte Mansir of the Civil Service Commission, on September 18, 1989, the Civil Service Commission approved classification of the new Assistant Zoo Director position, as follows:

<u>Class/Title</u>	<u>1989-90 Biweekly Salary</u>	<u>1989-90 Annual Salary</u>
3339 / Ass. Zoo Director	\$1,965-\$2,388	\$51,090-\$62,088

On October 19, 1989, the Recreation and Park Commission approved the submission of this request to release the Assistant Zoo Director position.

Comments:

1. During the 1989-90 budget process, the Mayor's Office eliminated the funding for the new Assistant Zoo Director position, although the unfunded position remained in the Recreation and Park Department's budget. As mentioned above, the Board of Supervisors then placed this Assistant Zoo Director position on reserve, pending the hiring of a new Zoo Director. Mr. Phil Arnold, the Acting Zoo Director, reports that the Department will be able to fund the new Assistant Zoo Director's position through permanent salary savings which have resulted from the vacancy of the permanent Zoo Director's position for the first six months of fiscal year 1989-90.
2. According to Mr. Arnold, the new Zoo Director's position has not yet been filled. The Recreation and Park Department is in the process of selecting and hiring a new Zoo Director.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. In response to inquiries from the Budget Analyst regarding why the Department is requesting release of the Assistant Zoo Director's position before the Zoo Director is hired (which is contrary to the approved budgetary action of the Finance Committee), the Department has requested that this item be continued until the selection and hiring process for the Zoo Director is completed.

Recommendation:

Continue the requested release of the unfunded Assistant Zoo Director position in accordance with the previous approved budgetary action of the Finance Committee, to not fill this position until a new Zoo Director is hired.

Item 10 - File 100-89-1.4

Department: Public Utilities Commission (PUC)

Proposed Action: Release of reserved funds previously approved for the acquisition of two Wang personal computers (PCs) and one Wang laser printer for the Utilities Engineering Bureau of the PUC. The funds for this equipment were reserved by the Finance Committee of the Board of Supervisors pending approval by the City's Electronic Information Processing Steering Committee (EIPSC).

Amount: \$6,250

Source of Funds: 1989-1990 PUC Budget.

Description: As part of its equipment budget for Fiscal Year 1989-90, the PUC requested funds to purchase two PCs and one laser printer. This computer equipment would replace an existing Wang/OIS system that, due to age and extensive use, frequently fails. The Utilities Engineering Bureau relies on this computer equipment to produce technical specifications, bid documents and contract documents for the capital projects of PUC departments.

The Finance Committee reserved funding for the cost of this equipment as follows:

<u>Item</u>	<u>Cost</u>
2 Wang 286 PCs	\$3,754
1 Wang LPS/8 Laser Printer	<u>2,496</u>
Total	\$6,250

Comments: 1. EIPSC approved purchase of the equipment on July 13, 1989. The Utilities Engineering Bureau (UEB) placed a purchase order for the two Wang PCs in August and received the equipment shortly thereafter at a total cost of \$3,754 leaving a balance of \$2,496 for the purchase of a laser printer. This was done without prior approval of the Finance Committee to release the reserved funds necessary to purchase the two PCs.

2. The Utilities Engineering Bureau is now seeking to purchase a laser printer. According to Ms. Janelle Kessler of the UEB, the price quote (\$4,203) for the Wang laser printer was too high and, when added to the \$3,754 cost of the two PCs already purchased, would have exceeded the \$6,250 budgeted for this equipment by \$1,707 (\$6,250 less \$3,754 for the two PCs and less \$4,203 for the printer). The Department has therefore decided to purchase a Panasonic laser printer at a lower cost of \$1,845 instead of the Wang laser printer. Ms. Kessler reports that EIPSC has approved the purchase of the Panasonic laser printer.

3. The proposed release of reserved funds in the amount of \$6,250 represents the original estimate of the cost to purchase the two PCs and the laser printer. The final cost of this equipment is \$5,599 (\$3,754 for two Wang PCs and \$1,845 for one Panasonic laser printer). Therefore, \$651 (\$6,250 less \$5,599) of the requested release of the reserved funds should continue to be reserved.

Recommendations: 1. Approve the release of reserved funds in the amount of \$1,845 for one Panasonic laser printer.

2. Continue to reserve \$651.

3. Approval of the release of \$3,754 for two Wang personal computers is a policy matter for the Board of Supervisors since the Department has already purchased such computers without prior approval of the Finance Committee of the Board of Supervisors. If the Finance Committee approves the release of funds for the two personal computers, the release should be approved on a retroactive basis.

Item 11 - File 42-89-41.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution waiving fees to reimburse the Municipal Railway for added expenses incurred during the hours of street closure for the Marina Renaissance Event to celebrate the revitalization of the Marina following the October 17, 1989 earthquake.

Description: The Board of Supervisors authorized (Resolution No. 883-89) the temporary closing of a portion of Chestnut, Pierce, Avila, and Mallorca Streets for the purpose of the Marina Renaissance Event, organized by the Marina Merchants Association. The event was held on December 2, 1989 and celebrated the revitalization of the Marina following the October 17, 1989 earthquake. Pursuant to Section 2.70-6 (f) of the City's Administrative Code, the City is entitled to assess fees to reimburse MUNI for the added operating expenses incurred during the hours of street closure.

According to Ms. Gail Bloom of the PUC, the closure of the streets for the Marina Renaissance event caused MUNI to temporarily halt the trolley bus service that runs on Chestnut Street. In order to maintain bus service to the public and as a substitute for the trolley bus service, MUNI used diesel-fueled buses which cost more to operate than trolley buses. MUNI is entitled to assess fees to the Marina Merchants Association in order to obtain reimbursement for the difference in the operating expenses between trolley buses and diesel-fueled buses.

The proposed resolution would waive such fees and is intended to recognize the economic hardship suffered by the merchants of the Marina District, many of whom suffered structural damage to their businesses or were forced to suspend operations due to the earthquake.

Comments:

1. Ms. Kathleen Kelly of PUC reports that the assessed fees would amount to \$1,765.19. If the proposed resolution is approved, the fees assessed to the Marina Merchants Association in the amount of \$1,765.19 would be waived. Ms Kelly further reports that MUNI assesses such fees for events like the Marina Renaissance Event approximately eight to ten times, annually.

BOARD OF SUPERVISORS
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2. The current policy of the City, as set forth in the City Administrative Code, entitles MUNI to recover those increased costs incurred when it must alter the operation of public transit routes for the benefit of special events like the Marina Renaissance Event. Approval of the proposed resolution would represent an exception to this policy.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Items 12 and 13 - Files 101-89-68 and 102-89-26

Department: Municipal Court

Items: Supplemental Appropriation Ordinance (File 101-89-68) to fund salary increases for Municipal Court Judges and Traffic Referees.

Annual Salary Ordinance amendment (File 102-89-26) to effect salary increases for twenty Municipal Court Judges and three Traffic Referees.

Amount : \$37,148

Source of Funds: Trial Court Funding Subventions
(New State revenue - Judges salaries
are reimbursed by the State) \$31,540

General Fund - General Reserve (Traffic
Referees' salaries are paid by the City) 5,608
Total \$37,148

Description: Salaries for Municipal Court Judges are set by State law, based on a formula that provides increases comparable to the average rate of increase received by State employees. State law also ties Traffic Referees' salaries and increases to the salary increases received by Municipal Court Judges. Based on salary increases for State employees, Municipal Court Judges and Traffic Referees are due a five percent salary increase effective January 1, 1990.

The proposed ordinance to amend the 1989-90 Annual Salary Ordinance (File 102-89-26) would increase Municipal Court Judge and Traffic Referee salaries by five percent, as follows:

<u>Action</u>	<u>Positions</u>	<u>Classification</u>	<u>Monthly Salary Range</u>	<u>Annual Top Step Salary</u>
<u>Abolish Present Rates</u>				
Abolish	20	0200 Judge	\$6,838-\$6,838	\$82,056
Abolish	3	0250 Traffic Referee	3,761 - 5,470	65,640
<u>Create New Rates</u>				
Create	20	0200 Judge	7,180 - 7,180	86,160
Create	3	0250 Traffic Referee	3,950-5,744	68,928

BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed Supplemental Appropriation Ordinance (File 101-89-68) would fund the increased salaries and fringe benefits from January 1 through June 30, 1990 as follows:

Permanent Salaries

Municipal Court Judges	\$31,540	
Traffic Referees	<u>4,881</u>	
Total - Permanent Salaries		\$36,421

Retirement

Traffic Referees	<u>727</u>	
Total		\$37,148

Salary funding at the new rates beyond July 1, 1990 will be included in the Municipal Court's regular annual 1990-91 budget.

Comment: The new monthly salary at the bottom step for 0250-Traffic Referee is erroneously stated as \$3,590. This typographical error should be corrected to read \$3,950 instead of \$3,590.

Recommendation: Amend the proposed ordinances to correct the 0250-Traffic Referee monthly salary at the lowest step from \$3,590 to \$3,950 and approve the proposed ordinances as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 14 - File 282-89-1

1. This item is a hearing to consider a uniform policy for the imposition of user fees by all City agencies and departments.

2. The author has advised the Budget Analyst that, as of the writing of this report, he has not developed any general guidelines that would provide the framework to hear testimony at this time on a uniform policy for the imposition of user fees.

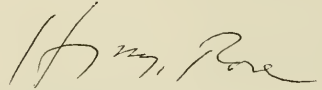
3. The author has indicated that he will request the Finance Committee to continue this item until he has completed his review of proposed guidelines for the subject material.

Recommendation

Continue the proposed hearing to the call of the Chair as requested by the author.

Items 15 through 19 - Files Various

The proposed ordinances and resolution authorizing settlements of litigation are legal matters under the responsibility of the City Attorney's Office. The Budget Analyst does not normally review and report on such items.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Ward
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Nelder
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

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CALENDAR
MEETING OF
FINANCE COMMITTEE

Arthur Tiller

Board of Supervisors
City and County of San Francisco

WEDNESDAY, JANUARY 10, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, WARD, HALLINAN

ABSENT: SUPERVISOR WARD, ITEMS 4-5

CLERK: GREG HOBSON

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NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 101-89-65. [Government Funding] Ordinance appropriating \$241,202, Public Health, for permanent salaries-miscellaneous and related mandatory fringe benefits, professional services, data/word processing professional service contracts, training, other services, telephone, materials and supplies and equipment purchase; for the creation of eleven (11) positions and deletion of one (1) position. (Controller) RO #9155 (COMPANION TO THE FOLLOWING FILE)

(Cont'd from 1/3/90)

ACTION: AMENDMENT OF THE WHOLE BEARING NEW TITLE PRESENTED IN COMMITTEE BY CONTROLLER. ADOPTED. RECOMMENDED. NEW TITLE: "Appropriating \$204,514 for permanent salaries - miscellaneous and related mandatory fringe benefits, professional services, data/word processing professional services contracts, training, other services, telephone, materials and supplies and equipment purchase; and rescinding \$19,690 for permanent salaries - nurses, deletion of two (2) positions, Public Health for fiscal year 1989-90 and reserving \$15,000 for data/word processing professional service contracts."

2. File 102-89-25. [Public Employment] Ordinance amending Annual Salary Ordinance 1989-90, Department of Public Health, reflecting the addition of fourteen positions (Classifications (1) 1402 Junior Clerk, (1) 1444 Secretary I, (1) 1446 Secretary II, (1) 2218 Physician Assistant, (1) 2230 Physician Specialist, (1) 2232 Sr. Physician Specialist, (1) 2246 Assistant Director of Clinical Services, (2) 2305 Psychiatric Technician, (1) 2593 Health Program Coordinator III, (2) 2930 Psychiatric Social Worker, (1) 2328 Nurse Practitioner, (1) 2328 Nurse Practitioner and deletion of two positions (Classifications (1) Sr. Psychiatric Social Worker and (1) 2328 Nurse Practitioner). (Civil Service Commission). (COMPANION TO THE PRECEDING FILE)

(Cont'd from 1/3/90)

ACTION: AMENDMENT OF THE WHOLE BEARING NEW TITLE PRESENTED IN COMMITTEE BY CIVIL SERVICE COMMISSION. ADOPTED. RECOMMENDED. NEW TITLE: "Amending Ordinance No. 273-89 (Annual Salary Ordinance, 1989-90) reflecting the addition of ten positions and the deletion of two positions in the Department of Public Health."

3. File 106-89-4. To consider the submission of a plan from Civil Service Commission regarding examination and classification functions. (Supervisor Walker)

(Cont'd from 12/13/89)

ACTION: HEARING HELD; CONTINUED TO JANUARY 24, 1990, MEETING.

4. File 101-89-60.1. To consider rescinding \$700,000, Municipal Railway and Public Utilities Commission for permanent salaries - miscellaneous and related mandatory fringe benefits, professional medical services, uniforms and services of other departments - Public Health; rescinding \$932,184 from Municipal Railway Stores Revolving Fund, for the creation of thirteen (13) positions for Municipal Railway and creation of one (1) position for Public Utilities Commission; placing \$93,000 on reserve (Drug Testing Program). (Supervisor Walker)

ACTION: HEARING HELD; CONTINUED TO JANUARY 17, 1990, MEETING.

5. File 102-89-24.1. To consider rescinding ordinance amending Annual Salary Ordinance 1989-90, Municipal Railway, reflecting the addition of thirteen positions (13); Public Utilities Commission, reflecting the addition of one (1) position. (Supervisor Walker)

ACTION: HEARING HELD; CONTINUED TO JANUARY 17, 1990, MEETING.

6. File 97-89-59. [Small Claims Judgment Debtor Fee] Ordinance amending Chapter VIII of the San Francisco Administrative Code by adding Section 8.32 thereto, establishing a fee of \$25 to be paid by a small claims judgment debtor to the Court if the judgment debtor chooses to pay a judgment to the Court rather than to the judgment creditor. (Supervisor Alioto)

ACTION: RECOMMENDED.

7. File 101-89-95.4. To consider release of reserved funds, Juvenile Court in the amount of \$256,220 for the modified contract with Jefferson Company to provide Master Plan/Bond consultant. (Juvenile Court) (see file for details)

8. File 101-89-48. To consider need for appropriations for emergency earthquake relief and services. (Supervisor Walker)

(Cont'd from 1/3/90)

ACTION: FILED

CLOSED SESSION

9. File 45-89-58. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Michael T. Ohta against the City and County of San Francisco by payment of \$27,500. (City Attorney) (Superior Court No. 880-930)

ACTION: RECOMMENDED.

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

January 8, 1990

TO: Finance Committee
FROM: Budget Analyst
SUBJECT: January 10, 1990 Finance Committee Meeting

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Items 1 and 2 - Files 101-89-65 and 102-89-25

Note: These items were continued at the January 3, 1990 Finance Committee meeting, pending the submission of revised legislation from DPH to the Finance Committee. As of the writing of this report, the Budget Analyst has not received the revised legislation. The following report is based on revisions verbally communicated by DPH to the Budget Analyst.

Department: Department of Public Health (DPH),
Central Office

Items: Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits, and other operating expenses for the creation of ten positions and deletion of two positions (File 101-89-65).

Annual Salary Ordinance amendment reflecting the addition of ten positions and the deletion of two positions (File 102-89-25).

Amount: \$208,673

Source of Funds: General Fund - General Reserve

Description: The proposed amendment to the 1989-90 Annual Salary Ordinance (File 102-89-25) would create ten positions and delete two positions. The proposed amendments, which will be reviewed at a future meeting of the Civil Service Commission, are as follows:

<u>Action</u>	<u>No.</u>	<u>Classification</u>	1989-90 Biweekly <u>Salary</u>	Top Step Annual <u>Salary</u>
Create	1	1402 Junior Clerk	\$684-\$826	\$21,476
Create	1	1446 Secretary II	943-1,141	29,666
Create	1	2218 Physician Assistant	1,573-1,909	49,634
Create	1	2246 Asst. Dir. of Clin. Svs. I	1,936-2,354	61,204
Create	3	2305 Psychiatric Technician	966-1,169	30,394
Create	1	2328 Nurse Practitioner	1,650-2,104	54,704
Create	1	2593 Health Prog. Coord. III	1,580-1,918	49,868
Create	1	2930 Psych. Social Worker	1,349-1,634	42,484
	10			
Delete	1	2323 Clinical Nurse Spec.	1,706-2,136	55,536
Delete	1	2932 Sr. Psych. Soc. Wkr.	1,484-1,800	46,800
	2			

At the top step, the ten positions to be added would cost \$400,218 in annual salary costs, which is \$297,882 more than the annual salary costs of \$102,336 for the two positions to be deleted.

The proposed Supplemental Appropriation Ordinance (File 101-89-65) would appropriate \$208,673 for permanent salaries and mandatory fringe benefits, and other operating expenses for the creation of ten positions and deletion of two positions for the six month period from January 1, 1990 through June 30, 1990, as follows:

Permanent Salaries - Misc.		
To Satisfy Youth Law Center Requirements	\$80,939	
Support Staff	<u>52,347</u>	
Total - Permanent Salaries - Misc.		\$133,286
Permanent Salaries - Nurses		
To Satisfy Youth Law Center Requirements	\$ 10,933	
Support Staff	<u>(28,689)</u>	
Total - Permanent Salaries - Nurses		(17,756)
Retirement		17,330
Social Security		8,757
Unemployment Insurance		231
Professional Services		5,000
Data/Word Processing Professional Svcs Contract		15,000
Training		3,000
Other Services		6,000
Telephone		10,000
Materials and Supplies		25,500
Equipment Purchase		<u>2,325</u>
Total Supplemental Appropriation		\$208,673

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BUDGET ANALYST

Analysis: Of the total of ten new positions and deletion of two positions, the DPH is requesting six additional positions and increased hours for one existing position in order to satisfy Youth Law Center requirements, as follows:

<u>Classification</u>	<u>FTEs</u>	<u>Salary</u>
<u>New Positions:</u>		
1- 2218 Physician Assistant	1.0	\$20,449*
3- 2305 Psychiatric Technician	3.0	37,674*
1- 2930 Psychiatric Social Worker	1.0	19,292*
1- 2328 Nurse Practitioner (Part-Time)	0.5	10,933**
<u>Increased Hours for Existing Position:</u>		
2230 Physician Specialist	<u>0.1</u>	<u>3,524*</u>
Total - Permanent Salaries	5.6	\$91,872
*Permanent Salaries - Misc. totals \$80,939		
**Permanent Salaries - Nurses totals \$10,933		
Mandatory Fringe Benefits		<u>20,929</u>
Total Increases to Satisfy Youth Law Center Requirements		\$112,801

According to Mr. Dennis Aftergut of the City Attorney's Office, staffing level increases were originally part of negotiations between the Youth Law Center and the City. Those negotiations subsequently failed, and a lawsuit by the Youth Law Center challenging the conditions at the Youth Guidance Center is expected in the near future. Mr. Aftergut states that the City's potential vulnerability with respect to the anticipated lawsuit will be increased without the six new positions and increased hours.

In addition to the new staffing requested to satisfy Youth Law Center requirements, the DPH is requesting two new positions, two upward reclassifications and operating expenses to provide support services for the proposed additional staff necessary to satisfy Youth Law Center requirements and to improve the general level of services at YGC, as follows:

<u>Classification</u>	<u>FTEs</u>	<u>Salary</u>
<u>New Positions:</u>		
1- 1402 Junior Clerk (Part Time)	0.5	\$5,369*
1- 1446 Secretary II	1.0	12,259*

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Classification</u>	<u>FTEs</u>	<u>Salary</u>
<u>Upgrades:</u>		
(1)- 2323 Clinical Nurse Specialist	(1.0)	\$(28,689)**
1- 2246 Asst. Dir. Clinical Svcs I	1.0	27,755*
(1)- 2932 Sr. Psych. Soc. Worker	(1.0)	(16,787)*
1- 2593 Health Prog. Coord. III	<u>1.0</u>	<u>23,751*</u>
<u>Total Salaries</u>	1.5	\$23,658

* Permanent Salaries - Misc. totals \$52,347

**Permanent Salaries - Nurses totals (\$28,689)

Mandatory Fringe Benefits 5,389

Professional Services - to improve
the general level of services, as
follows:

Eyeglasses (10 prs x \$100/pr)	\$1,000	
Orthopedic devices	150	
Braces (5 sets x \$200/set)	1,000	
Collars (5 sets x \$30/set)	150	
Podiatric Services (5 appts. x \$50/appt.)	250	
Root Canals/Orthodontia (20 appts x \$100/appt.)	2,000	
UCSF consultations (3 x \$150 ea.)	<u>450</u>	
Total - Professional Services		5,000

Data/Word Processing Professional
Services - one time cost to provide
new funds for planning and
implementation of a management
information system and to assist in
improving and modernizing the
medical records system. Vendor to
be selected. 15,000

Training - to provide additional
educational services for existing
and new staff, as follows:

Individual sessions (40 people x \$50/person)	\$2,000	
Group sessions (15 hrs x \$50/hr.)	750	
Conflict Resolution (fee)	<u>250</u>	
Total - Training		3,000

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Other Services - to provide additional educational materials for existing staff and to provide additional operating expenses for new staff for one year. Funding for Other Services was not transferred in the FY 1989-90 budget when Forensic Youth Services (FYS) was transferred from the DPH, Division of Mental Health, Substance Abuse and Forensic Services (DMSF) to DPH Central Office. Therefore, 12 months of funding is needed for this category.

Subscriptions	\$1,000	
Printing	3,000	
Postage	1,000	
Advertising	<u>1,000</u>	
Total - Other Services		6,000

Telephones - one-time phone installation costs for six of the proposed new positions, one phone installation for the proposed new fax machine, and three new phones to improve the general level of services in the Department (10 units @ \$216/unit).

\$2,160

The DPH request also includes funding for telephone usage, which was not transferred in the FY 1989-90 budget when FYS was transferred from the DPH, DMSF to DPH Central Office. Therefore, 12 months of funding is needed for this category.

Usage (12 months @ \$533.33/mo.)	6,400	
Service Charge (12 months @ \$120/mo.)	<u>1,440</u>	
Total - Telephones		10,000

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BUDGET ANALYST

Materials and Supplies - to improve
the general level of services at YGC

Computer Software (one-time cost)	\$ 6,500	
Minor furnishings to provide partitions for offices (one-time cost)	12,000	
Food for clients	4,000	
Technical supplies	<u>3,000</u>	
Total - Materials and Supplies		\$25,500

Equipment - one-time costs to
improve the general level of services
at YGC

Refrigerator to store lunches and food for clients	\$ 525	
FAX machine	<u>1,800</u>	
Total - Equipment		<u>2,325</u>

Total Support Services and General Increase of Level of Services	<u>\$95,872</u>
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Total Proposed Supplemental Appropriation	\$208,673
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Comments:

1. Based on existing staffing levels at YGC, Log Cabin Ranch, Larkin Street Youth Center and Huckleberry House, and a review of standards of medical, psychiatric and social services as determined by the State Welfare and Institutions Code and standards established by recent State legislation, the Budget Analyst concurs with the Department's assessment of the need for the six new medical/psychiatric positions and the increased hours for a Physician Specialist. However, the earliest that the proposed positions could be filled is February 1, 1990. Therefore, the proposed funding for the six positions, increased hours and fringe benefits should be reduced by \$19,958 from \$112,801 to \$92,843 for 10.7 biweekly pay periods from February 1 through June 30, 1990, as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

	Requested Supplemental <u>Funding</u>	Recommended Supplemental <u>Funding</u>	<u>Savings</u>
New Positions:			
2218 Physician Assistant	\$20,449	\$16,831	\$ 3,618
2305 Psychiatric Technician	37,674	31,009	6,665
2930 Psychiatric Social Worker	19,292	15,879	3,413
2328 Nurse Practitioner	10,933	8,999	1,934
Increased Hours:			
2230 Physician Specialist	<u>3,524</u>	<u>2,900</u>	<u>624</u>
Total Salaries	\$91,872	\$75,618	\$16,254
Mandatory Fringe Benefits	<u>20,929</u>	<u>17,163</u>	<u>3,766</u>
Total	\$112,801	\$92,781	\$20,020

2. Based on Forensic Youth Services's existing staffing patterns and the need for additional support staff for the six new medical/psychiatric positions, the Budget Analyst concurs with the DPH's assessment of need for the two new clerical positions. However, the earliest the two new clerical positions could be filled is February 1, 1990. Therefore, only \$17,814 is necessary to fund these two positions for 10.7 biweekly pay periods from February 1, through June 30, 1990, as follows:

	Requested Supplemental <u>Funding</u>	Recommended Supplemental <u>Funding</u>	<u>Savings</u>
1402 Junior Clerk (Part Time)	\$ 5,369	\$ 4,419	\$ 950
1446 Secretary II	<u>12,259</u>	<u>10,090</u>	<u>2,169</u>
Total Salaries	\$17,628	\$14,509	\$3,119
Corresponding Mandatory Fringe Benefits	<u>4,015</u>	<u>3,305</u>	<u>710</u>
Total	\$21,643	\$17,814	\$3,829

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Although the proposed two upgraded positions have not yet been approved by Civil Service, according to Dr. Janet Shalwitz, Medical Director of Forensic Youth Services, the 2323 Clinical Nurse Specialist and the 2932 Senior Psychiatric Social Worker are currently performing the duties of the 2246 Assistant Director Clinical Services I and the 2593 Health Program Coordinator II, respectively. Therefore, according to Dr. Shalwitz, the proposed upgrades would provide the employees with the proper classification and compensation commensurate with their duties.

4. Because the vendor has not yet been selected to perform and because EIPSC has not approved the proposed Data/Word Processing Professional Services, the requested \$15,000 should be reserved pending approval by EIPSC, selection of a vendor and detailing of hours of professional services, rates per hour and MBE/WBE status of vendor.

5. As noted earlier, funding for Other Services and Telephone (usage) was not transferred in the FY 1989-90 budget when Forensic Youth Services was transferred from the DPH, Division of Mental Health, Substance Abuse and Forensic Services (DMSF) to DPH Central Office. The Department's 12-months funding requests for Other Services and Telephone usage are based on actual expenditures incurred in FY 1988-89 as provided by DPH, DMSF.

6. Based on Comments 1-5, the Budget Analyst's recommended supplemental funding is as follows:

	<u>Requested Supplemental Funding</u>	<u>Recommended Supplemental Funding</u>	<u>Savings</u>
Permanent Salaries - Misc.			
- To Satisfy Youth Law Center			
Requirements	\$80,939	\$66,619	\$14,320
- Support Staff	<u>52,347</u>	<u>49,228</u>	<u>3,119</u>
Total - Permanent			
Salaries - Misc.	<u>\$133,286</u>	<u>\$115,847</u>	<u>\$17,439</u>
Permanent Salaries - Nurses			
- To satisfy Youth Law Center			
Requirements	10,933	8,999	1,934
- Support Staff	<u>(28,689)</u>	<u>(28,689)</u>	<u>0</u>
Total - Permanent			
Salaries - Nurses	<u>\$(17,756)</u>	<u>\$(19,690)</u>	<u>\$1,934</u>

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	Requested Supplemental <u>Funding</u>	Recommended Supplemental <u>Funding</u>	<u>Savings</u>
Retirement	\$17,330	\$14,383	\$2,947
Social Security	8,757	7,267	1,490
Unemployment Insurance	231	192	39
Professional Services	5,000	5,000	0
Data/Word Processing Professional Services	15,000	15,000*	0
Training	3,000	3,000	0
Other Services	6,000	6,000	0
Telephones	10,000	10,000	0
Materials and Supplies	25,500	25,500	0
Equipment	<u>2,325</u>	<u>2,325</u>	<u>0</u>
Total	\$208,673	\$184,824	23,849

*Amount to be reserved.

Recommendations: 1. Approve the proposed Salary Ordinance Amendment (File 102-89-25).

2. Amend the proposed Supplemental Appropriation Ordinance (File 101-89-65) to reduce the requested \$208,673 supplemental by \$23,849 to \$184,824 and to reserve \$15,000 for data/word processing professional services pending approval by EIPSC, selection of the vendor and detailing of the hours of professional services, hourly rates and MBE/WBE status, as noted in Comment 6, above, and approve as amended.

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Item 3 - File 106-89-4

Note: This item was continued at the December 13, 1989 Finance Committee meeting.

1. This is a hearing to consider the submission of a report from the Civil Service Commission regarding examination and classification functions.

2. At the July 12, 1989 Finance Committee meeting, the Finance Committee requested that the Civil Service Commission work with the Mayor's Office, the Controller and the CAO to develop a plan for examination and classification functions.

3. The Civil Service Commission submitted a report to the Finance Committee on November 14, 1989 addressing the personnel problems related to the backlog in the Civil Service Examination and Classification Programs. The report included a survey of all City department heads to collect information concerning vacant positions, eligibility lists that are due to expire, priorities for developing and administering exams, etc. On December 7, 1989 the Civil Service Commission submitted a Civil Service Management Action Plan outlining a multi-year program to implement the recommendations contained in the original report.

4. The report submitted by the Civil Service Commission identified a number of problems affecting personnel management activities throughout the City and County. A partial list of these problems as reported by the Civil Service Commission includes:

- 1) The classification system is seriously out-of-date, and, in too many cases, does not reflect current work assignments.
- 2) The present classification structure requires a large number of exams.
- 3) The present staffing level in the Examination Unit has been insufficient to produce the exams needed to maintain current eligible lists.
- 4) Present examination procedures do not give significant consideration to actual job performance, either in setting eligibility to take exams or in ranking on eligibility lists.

5. The Civil Service Management Action Plan proposes a number of steps to solve the identified problems. These steps include conducting a multi-phase classification study, the hiring of eight additional staff for the Classification Unit, the hiring of 20 additional examination analysts and a study by the Civil Service Commission on possible changes in the personnel provisions of the Charter. The cost of the plan in Fiscal Year 1989-90 is estimated to be \$1,177,149. The total estimated cost of the plan from Fiscal Year 1989-90 through Fiscal Year 1997-98 is \$18,304,915. The average cost for the program per year would be approximately \$2,033,900. A summary of the Civil Service Management Action Plan is attached.

Comment

The Budget Analyst notes that in its present form the Civil Service Management Action Plan would represent a substantial increase in the budget and personnel of the Civil Service Commission. The staff of the Examination Unit would increase 63 percent from the current level of 41 FTEs to 67 FTEs. The staff of the Classification Unit would almost double from 8.2 FTEs to 16.2 FTEs. The average cost of this proposal is \$2,033,900 per year over the 9-year period of the proposal. If the average per year cost of \$2,033,900 is added to the current \$6,514,758 Fiscal Year 1989-90 budget of the Civil Service Commission, the total budget would be \$8,548,658. This would represent a 31.2 percent increase over the current Fiscal Year 1989-90 budget.

Any cost increases in the Civil Service budget, which may ultimately be approved by the Mayor and submitted to the Board of Supervisors, will be analyzed in detail by the Budget Analyst.

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CIVIL SERVICE COMMISSION MANAGEMENT ACTION PLAN EXECUTIVE SUMMARY

TABLE II

PROGRAM	START-UP (1989-90)	PHASE 1 (1990-91)	PHASE 2 (1991-92)	PHASE 3 (1992-93)	PHASE 4 (1993-94)	PHASE 5 (1994-95)	PHASE 6 (1995-96)	PHASE 7 (1996-97)	PHASE 8 (1997-98)
CLASS	Review of CSC Rules — Class Rule — Status Rule — Layoff Rule Recruit, Select, & Train new Staff Issue RFP & Select Contractor	Occupation Series — Data Processing — Accounting — Executive & Admin — Executive Secy — Revenue — Engineering & Rel — Planning (3762 positions)	Occupation Series — Secretarial — Clerical — Office Related — Purchasing — Food Service — Housekeeping (5822 positions)	Occupation Series Health Services: — Hospital — Medical — Nursing — Laboratory — Therapy — Public Health — Inspection (3980 positions)	Occupation Series — Municipal Railway — Airport — Port — Labor & Trades — Gardening (6259 positions)	Occupation Series — Soc. & Human Svc — Recreational — Cultural — Instructional Aides — Librarians — Legal, Protect. & Detention (5358 positions)	Full Cyclical Maintenance	Full Cyclical Maintenance	Full Cyclical Maintenance
EXAMS NEW	Recruit, Select, & Train New Staff	— Data Processing — Accounting — Executive & Admin — Executive Secy — Revenue — Engineering & Rel. — Planning Yr 1 Class Study (200 Exams)	— Data Processing — Accounting — Executive & Admin — Executive Secy — Revenue — Engineering & Rel. — Planning Yr 1 Class Study (200 Exams)	— Secretarial — Clerical — Office Related — Purchasing — Food Service — Housekeeping Yr 2 Class Study (200 Exams)	Health Services: — Hospital — Medical — Nursing — Laboratory — Therapy — Public Health — Inspection Yr 3 Class Study (200 Exams)	— Municipal Rail — Airport — Port — Labor & Trades — Gardening Yr 4 Class Study (200 Exams)	— Social & Human Services — Recreational — Cultural — Librarians — Legal, Protect. & Detention Yr 5 Class Study (200 Exams)	Full Cyclical Maintenance 250 Exams Phase 1, 3 & 5 Classes	Full Cyclical Maintenance 250 Exams Phase 1, 3 & 5 Classes
MAINT	Catch-up (90 Exams) Ongoing 166 Exams	Catch-up Ongoing 175 Exams	Ongoing 175 Exams	Ongoing 175 Exams	Ongoing 175 Exams (Maintenance Phase 1 Classes)	Ongoing 175 Exams (Maintenance Phase 2 Classes)	Ongoing 175 Exams (Maintenance Phase 1 & 3 Classes)	Full Cyclical Maintenance 250 Exams Phase 2 & 4 Classes	Full Cyclical Maintenance 250 Exams Phase 2 & 4 Classes
ADDITIONAL RESOURCES EXAM:	26 FTE \$659,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	13 FTE \$659,430	13 FTE \$659,430
Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc
Support	Support	Support	Support	Support	Support	Support	Support	Support	Support
CLASS:	8 FTE \$249,503	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006
Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc	Contract. Svc
Support	Support	Support	Support	Support	Support	Support	Support	Support	Support
TOTAL:	\$1,177,149	\$2,414,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,071,627	\$1,292,752	\$1,292,752

** includes one time only costs.

Items 4 and 5 - Files 101-89-60.1 and 102-89-24.1

Departments: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Items: Item 4 - (File 101-89-60.1) Hearing to consider rescinding \$700,000 from salary savings that MUNI previously identified as available to fund MUNI and PUC permanent salaries-miscellaneous, mandatory fringe benefits, professional medical services, uniforms and services of other departments, rescinding \$932,184 from the MUNI Stores Revolving Fund for the creation of thirteen MUNI positions and one PUC position and rescinding the placement of \$93,000 on reserve for MUNI's Drug Testing Program.

Item 5 - (102-89-24.1) Hearing to consider rescinding ordinance amending the 1989-90 Annual Salary Ordinance reflecting the addition of thirteen MUNI positions and one PUC position.

Description: The Federal Urban Mass Transportation Administration (UMTA) requires that all transit properties receiving Federal financial assistance have a drug testing program in place by December 21, 1989. In response to this requirement, the MUNI and PUC developed the Municipal Railway Drug Testing Program which was to be in place by December 21, 1989 and which would be expanded in calendar year 1990 in order to meet the UMTA's required testing level.

On December 18, 1989, the Board of Supervisors approved a supplemental appropriation totaling \$932,184 (File 101-89-60) to fund part the proposed Drug Testing Program, including 13 new positions in the MUNI, one new position in the PUC and related drug testing. The remainder of the funding required for the program for FY 1989-90, approximately \$801,445, for a total of \$1,733,629, is to be funded by excess salary savings in the MUNI. Of the \$932,184 in supplemental funding previously approved by the Board, \$93,000 was placed on reserve for the Department of Public Health's Employee Assistance Program.

The Board of Supervisors also approved an amendment to the Annual Salary Ordinance to reflect the addition of the 13 employees in the MUNI and the one employee in the PUC (File 102-89-24).

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These hearings would consider rescinding the ordinances approved by the Board of Supervisors in December, 1989, which, as stated above, provide approximately 54 percent of the funding (\$932,184 of \$1,733,629 for the remainder of FY 1989-90) and authorize new positions and related services for the MUNI's Drug Testing Program required by UMTA rules.

The MUNI and PUC have begun to implement portions of the MUNI's Drug Testing Program. According to Mr. George Newkirk of MUNI:

- MUNI has a memorandum of understanding with the Regional Transit Authority (RTA) for testing of urine samples.
- MUNI has a contract with Medical Review Officer (Dr. DeLays Brandman of San Francisco) who is a WBE/LBE. This doctor evaluates drug test results and medical histories and reports test results to the individual and MUNI.
- MUNI has begun the pre-employment and post accident drug testing required by UMTA.

MUNI has not begun the random drug testing program portion of the Drug Testing Program because four local unions affected by the proposed random drug testing program have been granted a Temporary Restraining Order (TRO) against random testing. The TRO was reviewed by the Superior Court on Friday, January 5 and January 8, 1990. As of the writing of this report the Court has not issued a final ruling.

Comments:

1. Mr. Newkirk states that during the week of January 8-12, 1990, according to the MUNI's schedule, the MUNI plans: to post job notices to hire a Drug Testing Program Manager, to schedule the one hour training program for all employees affected by this UMTA rule and to schedule the Signs and Symptoms classes for supervisors.

2. According to Mr. Newkirk, if the approved supplemental funding were rescinded, the MUNI would be forced to reduce transit service in order to provide funds for the MUNI's Drug Testing Program so that the MUNI would be in compliance with the UMTA rules. This compliance would enable the MUNI to continue receiving UMTA funding (see Comment No. 9).

3. PUC's estimate of the costs for the MUNI's Drug Testing Program for the remainder of FY 1989-90 are shown on the attachment. The costs to be funded by the previously approved Supplemental Appropriation Ordinance, summarized and indicated by an asterisk on the attachment, are as follows:

Municipal Railway Drug Testing Program from December 21, 1989 through June 30, 1990

	<u>Amount</u>
Permanent Salaries - Misc.	\$286,091
Mandatory Fringe Benefits	87,393
Overtime - Miscellaneous	26,032
Overtime - Craft	137,862
Professional Medical Services	184,280
Uniforms	72,388
Department Public Health (DPH)	
Employee Assistance Program (EAP)	93,000
PUC Personnel Costs	<u>45,138</u>
Total	\$932,184

4. The fourteen new positions that are to be funded, for a total of \$418,622 (\$286,091 for Permanent Salaries - Miscellaneous + \$87,393 for Mandatory Fringe Benefits + \$45,138 for PUC Personnel Costs), by the supplemental appropriation previously approved by the Board of Supervisors in December, 1989, including a brief description of the position responsibilities, are as follows:

(1) A013 Drug Testing Program Manager (MUNI)

This position will manage and administer the overall MUNI Drug Testing Program. Duties include but are not limited to: Coordination of specific programs, liaison with the Medical Review Officer and RTA, coordination of training programs and keeping the program in compliance with UMTA regulations.

(1)A014 Drug Testing Program Analyst (MUNI)

This position would perform analysis on the methods, results and costs of the MUNI's Drug Testing Program and develop recommendations for changes, budgets, etc. This position would coordinate semi-annual reports to UMTA, monitor subcontractors for compliance with UMTA regulations and implement the escort services for the random testing program (escort employees to be tested to the test area).

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(1) 1446 Secretary (MUNI)

This position would write letters, file and perform other secretarial duties required by the program, including the maintenance of confidential personnel information.

(10) 9139 Transit Supervisors (MUNI)

The MUNI currently trains approximately 144 replacement platform operators per year for normal attrition. The 10 new Transit Supervisors (Trainers) would permit the MUNI to train approximately 155 additional platform operators for a total of 299 replacement platform operators annually.

The MUNI currently has approximately 2,000 full-time or part-time platform operators. Under the UMTA rules, MUNI must randomly test 50 percent or approximately 1,000 platform operators per year. In addition, the MUNI estimates that it sustains approximately 1,000 accidents per year which would require a drug test, under the UMTA rules. Using the experience of other transit properties, MUNI estimates that 11.6 percent of those tested will fail the drug test and require replacement on a temporary or full-time basis. Thus, MUNI estimates that 11.6 percent of 2,000 platform operators (1,000 from random drug tests and 1,000 from accidents) or 232 platform operators will require replacement. This number would be reduced because suspended drivers could take another drug test 30 days after failing the first test and be reinstated. MUNI estimates that approximately 50 percent of the platform operators who fail the drug test would eventually be reinstated (approximately 116 annually). However, the estimated 39 "extra" new trainee platform operators (155-116) are required in order to give the MUNI a sufficient pool for the various modes of operation (Cable Car, Trolley, LRV, bus). Thus, MUNI estimates that the platform operator replacements funded by the previously approved supplemental appropriation would form an adequate pool to continue providing full transit service.

(1) 1242 Personnel Analyst (PUC)

This position is required to process and administer all of the employment requirements for the new positions hired, suspended or fired by the MUNI because of the drug testing program. For example, according to data provided by the MUNI and the PUC, every year, an estimated additional 200 platform operator trainees would be hired, approximately 232 platform operators would be suspended and an unknown number of platform operators would be reinstated or terminated. In addition, a smaller number of non-platform operators, who work in safety sensitive positions, would require similar services.

5. Overtime, funded for \$317,935 of which \$163,894 (\$26,032 + \$137,862) is funded by the supplemental appropriation previously approved by the Board of Supervisors, includes funding to fill vacancies, to fill new positions during the drug testing procedure and to hire employees to backfill those employees who are being trained. A total of 28,300 hours of overtime for the remainder of FY 1989-90 are anticipated to be needed.

6. The \$184,280 for Professional Medical Services is (a) for \$150,000 for the outside consulting services of a Medical Review Officer who serves under a contract secured through a Request for Proposal (RFP) process, and (b) for \$34,280 for testing and other related expenses administered by the Regional Transit Authority (RTA), which has an existing contract for such testing services. The \$34,280 would purchase tests for approximately 994 employees (each test costs \$34.50) to be tested by June 30, 1990.

7. The \$72,388 for Uniforms is for new trainer/supervisors and drivers at an estimated cost of \$507 per uniform per driver and \$900 per uniform per supervisor (estimated 125 replacement platform operators @ \$507 per uniform and 10 trainer/supervisors at \$900 per uniform). The uniforms consist of four pairs of trousers, six shirts, two jackets, two ties and one cap (plus an overcoat and a raincoat for the supervisors), which would be purchased through existing contracts by MUNI.

8. The \$93,000 for the DPH's Employee Assistance Program would double the MUNI's existing program for employee counseling based on MUNI's analysis that some employees would seek counseling prior to testing and employees who fail tests would seek counseling. MUNI did not provide information as to how they proposed to spend the \$93,000. Therefore, the Board of Supervisors has reserved this \$93,000 pending submission to the Finance Committee as to proposed new employees in DPH and related costs for the Employee Assistance Program.

9. The UMTA does not provide funding to local transit properties to fund drug testing programs. However, UMTA Rule 49 CRF 653 allows UMTA to withhold funding for the MUNI until the MUNI meets the UMTA's standards for drug testing. According to data provided by the PUC Finance Bureau, the MUNI is currently awaiting approval of \$68 million in Federal grant requests, including \$8 million which is contained in MUNI's 1989-90 operating budget. The UMTA could withhold these pending federal grant funds until an acceptable Drug Testing Program is in operation.

10. According to Mr. Ed Harrington, Assistant General Manager, PUC Finance Bureau, the estimated cost to operate this Drug Testing Program could range from \$3 million to \$5 million annually beginning in fiscal year 1990-91, depending on the results of the testing program.

Recommendation: The rescission of a previously approved Supplemental Appropriation Ordinance and of a previously approved amendment to the Annual Salary Ordinance is a policy decision for the Board of Supervisors.

SUMMARY OF COSTS FOR MUNI DRUG TESTING PROGRAM

	<u>TRANSP.</u>	<u>MAINT.</u>	<u>PROGRAM ADMIN.</u>	<u>TOTAL COSTS</u>
I. <u>Training</u>				
A) Training for Staff	\$61,428	\$21,529*		\$82,957
B) Training for Supervisors	76,539	28,023*		<u>104,562</u>
Subtotal				\$187,519
II. <u>Testing</u>				
A) Outside Contract for Testing and Medical Review			\$184,280*	184,280
B) Program Administration			90,348*	90,348
C) Fill Behind Labor During Tests	60,777	8,815*		<u>69,592</u>
Subtotal				\$344,220
III. <u>Dealing With Results</u>				
A) Overtime due to Vacancies	199,870	118,065*		317,935
B) Train new Employees-Trainees	402,831			402,831
Trainers	270,598*			270,598
C) Materials and Supplies	72,388*			72,388
D) Employee Assistance Program			93,000*	93,000
E) Miscellaneous Personnel Costs			<u>45,138*</u>	<u>45,138</u>
Subtotal				\$1,201,890
TOTAL:	<u>\$1,144,431</u>	<u>\$176,432</u>	<u>\$412,766</u>	<u>\$1,733,629</u>

* Total items to be funded with this supplemental appropriation = \$932,184.

Item 6 - File 97-89-59

Department: Municipal Court

Item: Ordinance to amend Chapter VIII of the Administrative Code to add Section 8.32 to establish a fee to be paid to the Court by small claims judgment debtors if the debtor pays the judgment to the Court rather than to the judgment creditor.

Amount: \$25 Fee

Description: Section 117.9 of the California Code of Civil Procedure, enacted on September 29, 1989 authorizes small claims court to accept payment of the judgment entered in that court from the judgment debtor for payment to the judgment creditor. Section 117.9 (c) (2) also authorizes the Board of Supervisors to set the fee for this service, which is not to exceed the actual cost of administering this provision, up to a maximum of \$25. The proposed ordinance would establish a \$25 fee to cover the administrative costs of the Municipal Court for collecting the judgment from the debtor and locating and paying the judgment to the creditor.

The Judicial Council is the State body that assists with the administration of the courts. As required in Section 117.9, the Judicial Council is required to provide the appropriate forms to the courts by January 1, 1990. According to Mr. Gordon Park-Li of the Municipal Court, the Judicial Council has now provided the necessary declaration forms and papers for implementing the proposed ordinance.

Comments: 1. In most cases, the party that loses the small claims case, the judgment debtor, sends the amount of the judgment directly to the party that won the small claims case, the judgment creditor. The judgment creditor then notifies the court that the judgment debtor has paid the judgment by filing a satisfaction of judgment with the court. However, if the judgment debtor cannot locate the judgment creditor, the judgment debtor cannot pay the judgment and the outstanding judgment against the debtor would continue. Section 117.9 of the California Code of Civil Procedure gives the judgment debtor the option to pay the judgment directly to the court. The court would then be responsible for entering a satisfaction of judgment, locating the judgment creditor and paying the full amount of the judgment to the

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creditor. The proposed ordinance would enable the court to collect a \$25 administrative fee for this service.

2. Prior to January 1, 1988, provisions of the former Section 117.9 of the Civil Code of Procedure, authorized payment of a small claims judgment to the Sheriff's Office, if the judgment debtor could not locate the judgment creditor. However, these provisions were automatically repealed as of January 1, 1988. For the past two years, if the judgment debtor could not locate the judgment creditor, there was not a procedure for judgment debtors to alleviate any judgments against them.

3. According to Section 117.9 of the Code of Civil Procedure, the Municipal Court is required to conduct certain procedures to collect the judgment from the judgment debtor and to repay the judgment to the creditor. These procedures include calculating any accrued interest, collection of partial payments, cancelled checks and notification of the creditor.

4. Mr. Park-Li reports that there are approximately 12,000 filings of cases in the small claims court each year, of which approximately two-thirds, or 8,000 cases result in judgments. According to Mr. Park-Li, it is projected that approximately 300 to 400 cases per year, or approximately four to five percent of the judgments each year, would use the proposed provision. Mr. Park-Li anticipates that most judgments debtors will continue to pay the judgment creditors directly, if the judgment creditor can be located, rather than using this provision to pay the courts.

5. Mr. Park-Li reports that the anticipated administrative costs to complete the required forms, conduct the research and document the necessary changes, including the cost to purchase the forms, postage and photocopying should be offset by the proposed administrative fee of \$25. If approximately 300 to 400 judgments are paid through the Court, under the proposed fee of \$25 per judgment, the Municipal Court would receive an additional \$7,500 to \$10,000 per year.

6. In addition, according to the State Code of Civil Procedure, if the Municipal Court cannot locate the judgment creditor after three years, the amount of the judgment paid to the Court would revert to the City as unclaimed bail. According to Mr. Park-Li, although an individual judgment cannot exceed \$2,000 in small claims court, it is not possible to determine how much unclaimed funds might be realized by the City. Any such unclaimed fund revenue would revert to the City's General Fund.

Recommendation: Approve the proposed ordinance.

Item 7 - File 101-88-95.4

Note: This item was continued at the December 13, 1989, Finance Committee meeting.

Department: Juvenile Court

Item: Request to release a reserve

Amount: \$258,220

Source of Funds: \$742,163 in State Outer Continental Shelf Lands Act (OCLSA) Funds previously appropriated (File 101-88-95) by the Board of Supervisors, of which a total of \$694,420 was reserved.

Description: In March 1989, the Board of Supervisors approved the appropriation of \$742,163 of State OCLSA funds to develop plans for a new juvenile justice facility, various community-based programs, a detention screening system and an evaluation system. Of the \$742,163 appropriated, \$694,420 was reserved pending submission of details as to the consultants selected, their hours, hourly rates and their Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) status. The reserved amount of \$694,420 included \$222,220 for a Master Facilities Plan and Bond Program Report and \$36,000 for a liaison/resource specialist consultant for the pre-placement project. These two segments of the reserved funds total \$258,220. The Juvenile Court now proposes the release of \$258,220 to modify an existing contract with The Jefferson Company (formerly known as Jefferson Associates, Inc.) to include the preparation of a Master Facilities Plan and Bond Program Report and to provide a liaison/resource specialist consultant.

A Master Facilities Plan for a new juvenile justice facility is proposed to be contracted through the Department of Public Works (DPW), Bureau of Architecture, to The Jefferson Company. The Jefferson Company would determine the optimum building size, review the current site and alternative locations, analyze development options (site selection and evaluation based on juvenile justice system goals and objectives), prepare schematic designs, environmental assessments and funding plans for each option and recommend alternative uses for the existing Youth Guidance Center site if the preferred option for the new juvenile justice facility is at another location. The Jefferson Company would also produce a Bond Program Report for a new juvenile justice facility. The Bond Program Report would review the Master Facilities Plan, present the

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preferred development option, develop a detailed statement on the need for the project, the work to be completed and estimates of the capital, operating and maintenance costs.

The Jefferson Company's budget estimate of professional charges for the Master Facilities Plan and the Bond Program Report is as follows:

	<u>Hours</u>	<u>Rate</u>	<u>Total Charge</u>	
<u>Project Management</u>				
Principal	40	\$ 140	\$5,600	
Senior Planner	80	125	10,000	
Project Administrator	70	45	3,150	
Wordprocessor	<u>80</u>	40	<u>3,200</u>	
Subtotal – Jefferson	270			\$21,950
Operating Expenses				14,340
<u>Optimum Building Size Determination</u>				
Principal	10	\$ 140	\$1,400	
Senior Planner	50	125	6,250	
Technician	20	45	900	
Wordprocessor	<u>40</u>	40	<u>1,600</u>	
Subtotal – Jefferson	120		\$10,150	
Subcontractor – Community Research Associates				
Principal	65	\$ 95	\$6,175	
Project Manager	95	75	7,125	
Technician	<u>54</u>	50	<u>2,700</u>	
Subtotal –Subcontractor	214		\$16,000	
Total				26,150
Operating Expenses (Community Research)				4,000
<u>Operations Analysis and Architectural Program Preparation</u>				
Principal	10	\$ 140	\$1,400	
Senior Planner	60	125	7,500	
Technician	20	45	900	
Project Administrator	14	45	630	
Wordprocessor	<u>40</u>	40	<u>1,600</u>	
Subtotal – Jefferson	144		\$12,030	
Subcontractor – Community Research Association				
Principal	40	\$ 95	\$3,800	
Project Manager	26	75	1,950	
	60	75	4,500	
	<u>35</u>	50	<u>1,750</u>	
Subtotal – Community Research	161		\$12,000	

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	<u>Hours</u>	<u>Rate</u>	<u>Total Charge</u>
Subcontractor – Patrick Sullivan Associates			
Principal I	40	\$105	\$4,200
Principal II	25	85	2,125
Associate	20	65	1,300
Technician	20	45	900
Wordprocessor	<u>15</u>	35	<u>525</u>
Subtotal – Patrick Sullivan	120		\$9,050
Total			\$33,080
Operating Expenses			
(Community Research - \$2,700			
Patrick Sullivan - \$950)			3,650
<u>Development Options Analysis and</u>			
<u>Site Plans Preparation</u>			
Principal	20	\$ 140	\$2,800
Senior Planner	60	125	7,500
Technician	30	45	1,350
Wordprocessor	<u>60</u>	40	<u>2,400</u>
Subtotal – Jefferson	170		\$14,050
Subcontractor – Patrick Sullivan Associates			
Principal I	215	\$ 105	\$22,575
Principal II	125	85	10,625
Associate	150	65	9,750
Technician	117	45	5,265
Wordprocessor	<u>76</u>	35	<u>2,660</u>
Subtotal – Subcontractor	683		\$50,875
Total – Professional Fees			64,925
Operating Expenses			
(Patrick Sullivan)			4,125
<u>Environmental Assessment Preparation</u>			
Principal	40	\$ 140	\$5,600
Senior Planner	100	125	12,500
Technician	60	45	2,700
Project Administrator	40	45	1,800
Wordprocessor	<u>60</u>	40	<u>2,400</u>
Total – Jefferson	300		25,000

Memo to Finance Committee
January 10, 1990

	<u>Hours</u>	<u>Rate</u>	<u>Total Charge</u>
<u>Funding Plan Development</u>			
Principal	20	\$ 140	\$2,800
Senior Planner	40	125	5,000
Technician	20	45	900
Project Administrator	15	45	675
Wordprocessor	<u>15</u>	40	<u>600</u>
Subtotal – Jefferson	110		\$ 9,975
Subcontractor – Grigsby, Brandford, Powell, Inc.			
Project Manager	65	\$ 100	\$6,500
Analyst	40	70	2,800
Analyst	50	60	3,000
Technician	20	45	900
Wordprocessor	<u>30</u>	40	<u>1,200</u>
Subtotal – Subcontractor	205		\$14,400
Total			
Operating Expenses			\$24,375
(Grigsby, Brandford, Powell)			<u>625</u>
<u>Total Estimated Costs - Master Facility</u>			
<u>Plan/Bond Program Report</u>			\$222,220
<u>Liaison/Resource Specialist Consultant</u>			<u>36,000</u>
Total Requested Release of Reserve			\$258,220

Comments:

1. The Juvenile Court and Juvenile Probation Department are currently working with the San Francisco Boys Home to develop an eight-bed group home. They are proposing to contract with The Jefferson Company for liaison and resource specialist services for matching difficult to place youth with alternative long term facilities and homes to prevent the housing of these youth in juvenile hall. The Jefferson Company would coordinate with the Probation Office in arranging additional payments to the group home or other facility, depending on the individual youth, the contractor and the facility accepting the youth. A single Jefferson employee would perform this task for a total cost of \$36,000 (900 hours @ \$40 per hour) to provide a liaison/resource specialist consultant.

2. The Juvenile Court's letter requesting this release of reserve incorrectly stated the amount of \$256,220 or \$2,000 less than the actual reserved amount of \$258,220.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
January 10, 1990

3. The Jefferson Company is a Minority Business Enterprise (MBE) and Grigsby, Brandford, Powell Inc., the subcontractor for the Funding Plan Development project, is an MBE.

Recommendation: Release the reserve in the amount of \$258,220.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 8 - File 101-89-48

Note: This item was continued from the January 3, 1990 Finance Committee meeting.

1. This is a hearing to discuss the need for appropriations for emergency earthquake relief and services.

2. The Mayor's October 23, 1989 report to the Board of Supervisors indicated that as a result of the October 17, 1989 earthquake, the City's "public sector costs could be \$750 million", including between \$13 and \$15 million for all staffing costs during the first days of the emergency, \$61 million at the Port, \$20 million at the Asian Art Museum and Fine Arts Museum, \$17 million for the Health Department, \$7 million at the Airport and \$84 million estimated by the Department of Public Works for sewers, streets, sidewalks and signals. The Mayor reported private sector costs could be between \$1.5 billion and \$2.5 billion. Overall, the Mayor reported that the costs of the earthquake will be in excess of \$2.2 billion. As of December 28, 1989, the City's 1989-90 Emergency Reserve Fund was \$4,862,322 and the General Fund General Reserve Fund was \$13,002,956.

3. In response to inquiries by the Budget Analyst, Dave Fong of the Controller's Office reports that the total costs to the City as a result of the earthquake of October 17, 1989 have not been fully identified. City departments have been instructed to use already appropriated funds to cover earthquake related costs, such as overtime pay and emergency contracts. Given the current emergency situation, Mr. Fong reports that if departments do not have sufficient funds, the Controller can authorize the transfer of funds from any legally available source of funds to cover the incurred expenditures. According to the Federal Emergency Management Administration (FEMA) regulations, the City must first expend its own funds and then apply for reimbursement.

4. The Controller issued several memos to all City departments requesting specific information regarding detailed accounting of all costs incurred in response to the earthquake. As of the writing of this report, that information has not been fully provided to the Controller's Office. Mr. Fong reports that on November 6, 1989, the Controller received the payroll cost information regarding the direct labor and overtime expenses incurred by each City department during the two-week payroll period between October 16 and 27, 1989. This report indicates overtime expenses of \$4,458,493 during the two-week period. This is in contrast to an average overtime cost of less than \$2 million for each payroll period during the 1989 calendar year, or an increase of more than approximately \$2.5 million in overtime costs, as a result of the earthquake.

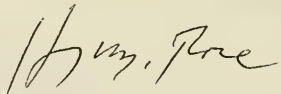
5. In December, 1989, the Board of Supervisors approved an amendment of the Annual Appropriation Ordinance which authorizes the Controller to transfer funds received from the Federal Emergency Management Administration (FEMA) and from the State directly to the City departments that incurred the expenses (File 101-89-54). Individual supplemental appropriations to distribute Federal and State earthquake relief funds to departments that incurred such expenses will therefore not need to be reviewed and approved by the Board of Supervisors. However, the Controller will provide a complete accounting of all costs and expenditures by City Department and Fund and all revenues received from each disaster relief agency in quarterly reports to the Board of Supervisors.

6. According to Mr. Fong, the State has allocated an initial \$3 million to San Francisco for the immediate response public activities incurred by the City and County of San Francisco, the Unified School District, the Redevelopment Agency and the Housing Authority. Mr. Fong reports that FEMA is authorized to allocate another \$15 million to San Francisco after the City's Damage Survey Report is completed and validated by FEMA. According to Mr. Fong, during the past several weeks the Controller's Office has been working closely with FEMA and State auditors to recover the City's emergency response portion of the claim. Mr. Fong reports that the City applied for \$4.3 million to cover the emergency response efforts during the first ten days after the earthquake. FEMA has approved the \$4.3 million claim and the Controller's Office anticipates receiving the funds by the end of next week. Under the current Federal and State regulations, 75 percent of the City's "eligible" costs would be reimbursable by FEMA and the State would provide the remaining 25 percent of the funds not reimbursed by FEMA.

7. The Budget Analyst, Controller and the Mayor's Office are currently preparing the initial Joint Report on the City's Budget Projections for Fiscal Year 1990-91. It is anticipated that the Joint Report will be completed this month.

Item 9 - File 45-89-58

The proposed ordinance authorizing a settlement of litigation is a legal matter under the responsibility of the City Attorney's Office. The Budget Analyst does not normally review and report on such items.


Harvey M. Rose

cc: Supervisor Walker
Supervisor Ward
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Nelder
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

SF
S90.25
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1/17/90

Special Joint

≡ Action Taken

≡ CALENDAR

≡ SPECIAL JOINT MEETING OF
FINANCE/HUMAN SERVICES COMMITTEE

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Board of ~~Supervisors~~
City and County of San Francisco

WEDNESDAY, JANUARY 17, 1990 - 1:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, ALIOTO, GONZALEZ, HALLINAN, HONGISTO, WARD

ABSENT: SUPERVISOR HONGISTO

CLERK: GREG HOBSON

1. File 195-89-6. To consider status of Propositions 52 and 86 applications (jail bond financing). (Supervisor Walker)

ACTION: HEARING HELD; CONTINUED TO THE CALL OF THE CHAIR.

2. File 195-90-1. [Proposition 52 Project Siting] Resolution describing the siting of the City's Proposition 52 Work Furlough and Medical/Psychiatric Facility Projects, originally set forth in Resolution No. 800-89 of the Board of Supervisors, and clarifying that the new services building project and San Bruno Jail Capital Improvement Project set forth in that Resolution will proceed only if sufficient Proposition 52 funds remain. (Supervisor Alioto)

ACTION: AMENDED. RECOMMENDED AS AMENDED. Add a further resolved clause to read: "That it is the intent and desire of the Board of Supervisors that all inmates living in the work furlough facility referred to in subparagraph one of the preceding paragraph shall be enrolled in and actively participating in the Work Furlough Program."

CITY AND COUNTY



OF SAN FRANCISCO

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BOARD OF SUPERVISORS

JAN 16 1990

BUDGET ANALYST

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SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

January 12, 1990

TO: Finance/Human Services Committee

FROM: Budget Analyst

SUBJECT: January 17, 1990 Joint Finance/Human Services Committee Meeting.

Item 1 - File 195-89-6

1. This item is a hearing to consider the status of the City's application for Propositions 52 and 86 jail bond financing monies. Proposition 52, was approved by the voters in 1986, and Proposition 86, was approved by the voters in 1988. The Propositions authorize the issuance of State bonds for construction, reconstruction, remodeling and deferred maintenance of County correctional facilities.

2. The State guidelines for the allocation of the bond funds to the counties requires that each County prepare a needs assessment and master plan for expenditure of the bond funds in accordance with State regulations. Upon completion of the two documents and approval of the documents by the State Board of Corrections, the City may apply for the bond funds. The City expects to be allocated approximately \$22.5 million of the Proposition 52 funds and approximately \$17.0 million of the Proposition 86 funds.

3. Lieutenant Jan Dempsey of the Sheriff's Department reports that the City is not pursuing Proposition 86 funds at this time because the State has not yet finalized the regulations for use of these bond monies. Lt. Dempsey further reports that the City has submitted the required Needs Assessment and Master Plan to the State Board of Corrections which approved the City's five priority projects in concept. These five projects are as follows:

Memo to Joint Finance/Human Services Committee
January 17, 1990 Joint Finance/Human Services Committee Meeting

1. An expanded Work Furlough facility capable of housing all current and proposed programs for sentenced prisoners on a furlough status, at a site to be determined after public hearings and notification to the residents and merchants in the immediate surrounding area of the proposed site.
2. Projects directed at upgrading fire, health, and life safety systems at the Hall of Justice jails in conjunction with the Federal Court Consent Decree.
3. The long term medical/psychiatric service plan for the prisoners at Hall of Justice jails which satisfies the conditions of the Consent Decree.
4. A services building(s) for the County Jail #3 complex at San Bruno which would contain such services as a new heating plant, electrical service, laundry, kitchen, and associated operational space.
5. Life and safety capital improvement projects at the County Jail #3 complex at San Bruno.

Item 2, File 195-90-1, of this report would further refine the priorities of these five projects.

4. Lieutenant Michael La Vigne reports that the next step in the process of obtaining Proposition 52 funds is to submit schematic drawing and design plans of the projects to the Board of Corrections. The Board of Corrections will review these drawings and plans as to compliance with State regulations and codes. After drawings and plans are approved by the Board of Corrections, bid documents and construction contract documents must be submitted and approved.

5. Lt. La Vigne expects the State to give San Francisco a six-month extension to the original, final deadline of September 30, 1990. The new deadline would be March 31, 1991, for the obtaining of all approvals and the signing of construction contracts. However, even with the six-month extension, Lt. La Vigne emphasizes that the City's schedule is still very tight and design and planning work needs to begin immediately.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 2 - File 195-90-1

1. The proposed resolution would describe the siting of a proposed new building to house the work furlough project and a jail medical/psychiatric facility project to be funded by State Proposition 52 bond funds. The proposed resolution would also clarify that the new services building project for the San Bruno jail and the life and safety capital improvements project at the San Bruno jail would proceed only if sufficient Proposition 52 funds remain after funding the new work furlough medical/psychiatric building and the Hall of Justice life and safety capital improvements.

2. In October, 1989, the Board of Supervisors identified five priority projects to be funded by Proposition 52. (The five projects are detailed in Point 3 of Item 1, File 195-89-6 of this report.)

3. Based on preliminary cost estimates of constructing a new building adjacent to the Hall of Justice for the work furlough project and the medical/psychiatric facility project (previous cost estimates were based on renovating an existing building), the available Proposition 52 funding will not be sufficient to completely fund all five priority projects. Therefore, the proposed resolution would make the construction of the new work furlough, medical/psychiatric facility building and consent decree-required fire, health and life safety improvements to the Hall of Justice as the top priorities and the San Bruno jail complex services building and life and safety capital improvements at San Bruno as secondary priorities, with regard to Proposition 52 funding. The preliminary cost estimates are as follows:

Work Furlough, Medical/Psychiatric Building

A new building would be constructed in the City-owned parking lot behind the Hall of Justice (on Seventh Street between Harrison and Bryant Streets). Cost estimate includes construction, profit and overhead, architectural and engineering planning and design, and a minimum three percent contingency factor.	\$23,500,000
Art Enrichment (approximately two percent of construction)	456,000
City Permits and Fees (approximately five percent of construction)	1,141,000
Contingencies (approximately seven percent in addition to three percent already included in base cost estimate)	<u>1,597,000</u>
Total Estimated Building Costs	\$26,694,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Hall of Justice Fire, Health and Life Safety
Improvements

3,000,000

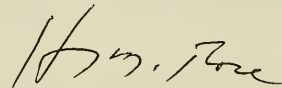
Estimated Cost of Top Priority Proposition 52 Funding
Projects

\$29,694,000

4. The City expects to be allocated \$22.5 million in Proposition 52 funding. Combined with the required 25 percent match of \$7.5 million (25% of total cost of projects) the total cost of projects could be \$30.0 million. However, the State requires that only ten percent of the total 25 percent match be made in cash, with the remaining 15 percent as an in-kind match. The value of the City-owned parking lot could be considered as part of the City's match.

Recommendation

The decision to construct a new building on City-owned land instead of renovating an existing building and the decision to subordinate the San Bruno services building and life and safety capital improvements at San Bruno regarding Proposition 52 funding are policy matters.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hallinan
Supervisor Hongisto
Supervisor Ward
President Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Nelder
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

NOTE:

THE FINANCE COMMITTEE MEETING WILL COMMENCE IMMEDIATELY
FOLLOWING THE SPECIAL JOINT FINANCE/HUMAN SERVICES COMMITTEE.

CALENDAR
MEETING OF
FINANCE COMMITTEE

Action Taken

Board of Supervisors

City and County of San Francisco

WEDNESDAY, JANUARY 17, 1990 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, WARD, HALLINAN

ABSENT: SUPERVISOR WARD, ITEMS 1, 9-21

CLERK: GREG HOBSON

NOTE: Copies of the Budget Analyst's Report will be available
for review on the counter in the Office of the Clerk of the
Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 28-89-22. [Emergency Repair] Resolution approving emergency expenditure for repair to water feeder mains and resulting damage to City streets. (Public Utilities Commission)
 - b) File 28-89-23. [Emergency Work] Resolution authorizing the Director of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the storm drain on Cervantes Blvd., Alhambra Street to Scott Street. (Dept. Public Works)
 - c) File 28-89-24. [Emergency Work] Resolution authorizing the Director of Public Works to necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the sewer on Bay Street, Baker to Broderick Street, Mallorca Way, Alhambra to Capra Way, and Fillmore, Francisco to Bay Streets. (Dept. Public Works)
 - d) File 28-89-25. [Emergency Work] Resolution authorizing the Director of Public Works to necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the sewer on Scott Street, Prado Street to Marina Blvd. and Avila Street, Rico Way to Casa Way. (Dept. Public Works)
 - e) File 38-89-25. [Acceptance of Gift] Resolution accepting one gift, valued at \$18,750 for use by the Recreation and Park Department. (Recreation and Park Dept.)

ACTION: ITEMS A-D REMOVED FROM CONSENT CALENDAR. ITEM E
RECOMMENDED.

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ITEM A - AMENDED. RECOMMENDED AS AMENDED. On lines 20 and 23 replace "\$150,000" with "\$137,829."

ITEM B - AMENDED. RECOMMENDED AS AMENDED. On line 19 replace "\$241,800" with "\$329,790".

ITEM C - AMENDED. RECOMMENDED AS AMENDED. On line 20 replace "\$263,760" with "\$338,556".

ITEM D - AMENDED. RECOMMENDED AS AMENDED. On line 16 replace "\$152,190" with "\$156,190".

REGULAR CALENDAR

2. File 177-89-4. To consider status report on plans being developed for the approximately 550 acres of Water Department land in Pleasanton near I-680 and Bernal Avenue; funds already expended, anticipated additional funding; contracts for work on this project; work plan, time lines, status of any agreements with parties outside of the City; budgetary implications both immediately and over the next ten (10) years. (Supervisor Walker)

(Cont'd from 1/3/90)

ACTION: HEARING HELD; CONTINUED TO THE CALL OF THE CHAIR.

3. File 101-89-60.1. To consider rescinding \$700,000, Municipal Railway and Public Utilities Commission for permanent salaries - miscellaneous and related mandatory fringe benefits, professional medical services, uniforms and services of other departments - Public Health; rescinding \$932,184 from Municipal Railway Stores Revolving Fund, for the creation of thirteen (13) positions for Municipal Railway and creation of one (1) position for Public Utilities Commission; placing \$93,000 on reserve (Drug Testing Program). (Supervisor Walker)

(Cont'd from 1/10/90)

ACTION: ORDINANCE PREPARED IN AND REPORTED OUT OF COMMITTEE. ADOPTED. RECOMMENDED. ENTITLED: "Rescinding \$622,115 from permanent salaries - miscellaneous and related mandatory fringe benefits, professional medical services and uniforms and appropriating \$622,115 to Municipal Railway Stores Revolving Fund; for the deletion of five (5) positions, Municipal Railway for fiscal year 1989-90."

4. File 102-89-24.1. To consider rescinding ordinance amending Annual Salary Ordinance 1989-90, Municipal Railway, reflecting the addition of thirteen positions (13); Public Utilities Commission, reflecting the addition of one (1) position. (Supervisor Walker)

(Cont'd from 1/10/90)

ACTION: ORDINANCE PREPARED IN AND REPORTED OUT OF COMMITTEE. ADOPTED. RECOMMENDED. ENTITLED: "Amending Ordinance No. 273-89 (Annual Salary Ordinance, 1989-90) reflecting the deletion of five positions in the Municipal Railway."

5. File 305-89-1. [Mission Bay Project Development Application Fee] Resolution authorizing the San Francisco Department of City Planning to collect a Mission Bay Project Development Agreement application fee in the amount of six hundred thousand dollars (\$600,000) needed to cover the costs of City Departments' anticipated staff time, necessary consultant services and associated costs of materials and administration for the purposes of preparation and adoption of the proposed Mission Bay Development Agreement and related documents. (Dept. City Planning)

ACTION: RECOMMENDED.

6. File 82-89-11. [Acquisition - Noise Easement] Resolution authorizing acquisition of thirty-eight (38) noise easements in the City of San Bruno as Part of the City of San Bruno's Aircraft Noise Insulation Project - Phase II. (Real Estate Dept.)

ACTION: RECOMMENDED.

7. File 100-89-1.5. To consider release of reserved funds, Superior Court, in the amount of \$51,797 for the Director/Coordinator position of the Juvenile Justice Commission. (Superior Court)

ACTION: RELEASE OF \$17,268 APPROVED; FILED.

8. File 100-89-1.6. To consider release of reserved funds, Police Department, in the amount of \$196,000, for promotional examinations for Assistant Inspector and Sergeant. (Police Dept.)

ACTION: CONTINUED TO JANUARY 24, 1990, MEETING.

9. File 101-89-69. [Government Funding] Ordinance appropriating \$3,090, Port Commission, for permanent salaries-miscellaneous and related mandatory fringe benefits, and rescinding, \$3,090 from permanent salaries, for the creation of one (1) position and deletion of one (1) position. (Controller) RO #9171 (COMPANION TO THE FOLLOWING FILE)

ACTION: AMENDED. RECOMMENDED AS AMENDED. Reduce appropriation to \$1,735. AMENDED TITLE: "Appropriating \$1,735 for permanent salaries - miscellaneous and related mandatory fringe benefits and rescinding \$1,735 from permanent salaries, for the creation of one (1) position and deletion of one (1) position, Port Commission for fiscal year 1989-90 "

10. File 102-89-29. [Public Employment] Ordinance amending Annual Salary Ordinance 1989-90, Port of San Francisco, reflecting the reclassification of one (1) position and deletion of one (1) position. (Civil Service Commission) (COMPANION TO THE PRECEDING FILE)

ACTION: RECOMMENDED.

11. File 101-89-71. [Government Funding] Ordinance appropriating \$29,776, Public Works, for permanent salaries-miscellaneous; rescinding \$29,776 for permanent salaries-miscellaneous, for the creation of one (1) position and deletion of one (1) position. (Controller) RO #9172 (COMPANION TO THE FOLLOWING FILE)

ACTION: AMENDED. RECOMMENDED AS AMENDED. Reduce appropriation to \$22,730. AMENDED TITLE: "Appropriating \$22,730 for permanent salaries - miscellaneous and rescinding \$22,730 for permanent salaries - miscellaneous, for the creation of one (1) position and deletion of one (1) position, Public Works for fiscal year 1989-90."

12. File 102-89-20. [Public Employment] Ordinance amending Annual Salary Ordinance 1989-90, Department of Public Works, reflecting the deletion of one (1) position Classification 5229 Associate Traffic Engineer and addition of one (1) position Classification 9746 Staff Assistant VII, Special Project. (Civil Service Commission) (COMPANION TO THE PRECEDING FILE)

ACTION: RECOMMENDED.

13. File 101-89-72. [Government Funding] Ordinance appropriating \$721,041, Department of Social Services, for permanent salaries and related mandatory fringe benefits, telephone, materials and supplies, equipment purchase and services of other departments - Central Shops, for the creation of forty-nine (49) positions and deletion of fifteen (15) positions. (Controller) RO #9174 (COMPANION TO THE FOLLOWING FILE)

ACTION: AMENDED. RECOMMENDED AS AMENDED. Reduce appropriation to \$716,117. Add a Section 3 to read: "Of the funds appropriated under equipment purchase, three of the five automobiles to be purchased shall be replacements of existing automobiles in the Department of Social Services fleet rather than new automobiles." AMENDED TITLE: "Appropriating \$716,117 for permanent salaries and related mandatory fringe benefits, telephone, materials and supplies, equipment purchase and services of other departments - Central Shops, for the creation of forty nine (49) positions and deleting fifteen (15) positions, Social Services for fiscal year 1989-90."

14. File 102-89-28. [Government Funding] Ordinance amending Annual Salary Ordinance 1989-90, Department of Social Services, reflecting the addition of forty-nine (49) positions and deletion of fifteen (15) positions. (Civil Service Commission) (COMPANION TO THE PRECEDING FILE)

ACTION: RECOMMENDED.

15. File 101-89-75. [Government Funding] DRAFT ordinance appropriating \$594,360, Public Health - Central Office and San Francisco General Hospital, for permanent salaries and related mandatory fringe benefits, other contractual services, medical service contracts, services of other departments - miscellaneous departments, materials and supplies, equipment purchase and capital improvement project (to fund AIDS-related, prevention, early intervention health care and health care support services). (Supervisor Walker) (COMPANION TO THE FOLLOWING FILE)

ACTION: AMENDMENT OF THE WHOLE PRESENTED IN COMMITTEE BY SUPERVISOR WALKER. ADOPTED. AMENDED. RECOMMENDED AS AMENDED. Reduce appropriation to \$571,129 and on page 2, line 23 change 2920 C to read 2920 A. NEW TITLE: "Appropriating \$571,129 for permanent salaries and related mandatory fringe benefits, other contractual services, medical service contracts, services of other departments - miscellaneous departments, materials and supplies, equipment purchase and capital improvement project, for the creation of three (3) positions, Public Health-Central Office and San Francisco General Hospital, for fiscal year 1989-90."

16. File 102-89-30. [Public Employment] DRAFT ordinance amending Annual Salary Ordinance 1989-90 reflecting the addition of two (2) permanent positions and one (1) work order position in the Department of Public Health. (Supervisor Walker) COMPANION TO THE PRECEDING FILE)

ACTION: AMENDMENT OF THE WHOLE PRESENTED IN COMMITTEE BY SUPERVISOR WALKER. ADOPTED. RECOMMENDED. NEW TITLE: "Amending Ordinance No. 273-89 (Annual Salary Ordinance, 1989-90) reflecting the addition of three positions in the Department of Public Health, San Francisco General Hospital."

CLOSED SESSION

17. File 45-89-55. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Joan Faulkner against the City and County by payment of \$10,500. (City Attorney) (Superior Court No. 895-813)

(Cont'd from 1/3/90)

ACTION: AMENDED. RECOMMENDED AS AMENDED. Increase amount to \$10,500. AMENDED TITLE: "Authorizing settlement of litigation of Joan Faulkner against the City and County of San Francisco for \$10,500."

18. File 45-89-59. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Lola Collins against the City and County by payment of \$10,800. (City Attorney) (Superior Court No. 857-543)

ACTION: RECOMMENDED.

19. File 45-89-60. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Inez Cowlah against the City and County by payment of \$24,000. (City Attorney) (Superior Court No. 905-988)

ACTION: RECOMMENDED.

20. File 45-89-61. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Jenny Lee Walter against the City and County by payment of \$20,000. (City Attorney) (Superior Court No. 876-772)

ACTION: RECOMMENDED.

21. File 46-89-19. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Billy H. Tillman vs. Vilo Properties, Inc., et al., upon receipt of the sum of \$8,500; and authorizing release of lien. (City Attorney) (Superior Court No. 829-485)

ACTION: RECOMMENDED.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 552-9292

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JAN 16 1990

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January 17, 1990

TO: Finance Committee
FROM: Budget Analyst
SUBJECT: January 17, 1990 Finance Committee Meeting

Item 1a - File 28-89-22

Department: Public Utilities Commission (PUC)
Water Department

Item: Resolution approving emergency expenditure for repair to water feeder mains and the resulting damage to a City street.

Amount: \$150,000

Source of Funds: Water Main Replacement Fund

Description: The PUC reports that a 16-inch cast iron water main ruptured on the westerly side of Laguna Honda Boulevard, just north of the intersection with Dewey Boulevard, causing extensive damage to the pavement, eroding base and sub-base materials, breaking a nearby 12-inch cast iron water main, leaving two southbound lanes of Laguna Honda Blvd. impassable and causing water and mud damage to private and public properties.

The PUC formally declared that an emergency condition existed, due to the ruptured water mains, on November 30, 1989. The cause of the initial water main break has not been determined, however, the PUC believes that the October 17, 1989 earthquake was a contributing factor.

In accordance with Section 6.30 of the Administrative Code, the Water Department began emergency repair work on the damaged water mains and resulting damage on November 29, 1989. The work was completed on December 17, 1989. The cost of repairs is summarized as follows:

<u>Labor</u>		
Water Department	\$35,666	
DPW	13,685	
Overhead	<u>13,571</u>	
Subtotal		\$62,922
<u>Equipment</u>		
Water Department	\$6,000	
DPW	<u>2,000</u>	
Subtotal		\$8,000
<u>Materials</u> (Water Department)		\$8,400
<u>Contractor</u>		
Paving	\$57,507	
Debris Removal	<u>1,000</u>	
Subtotal		\$ 58,507
Total		\$137,829

Comments:

1. The pavement repair work was performed by Stacy & Witbeck, West Bay and Nationwide. West Bay, a MBE/LBE firm, and Nationwide, a WBE/LBE firm, are in a joint venture with Stacy & Witbeck. Stacy & Witbeck has an existing annual contract with the Water Department to provide pavement repair services. Therefore, this joint venture was awarded the contract on an expedited basis in accordance with Section 6.30 of the Administrative Code.

2. Mr. Tom Dickerman of the Water Department reports that the Department anticipates that Federal Emergency Management Agency (FEMA) Funds will be made available to offset a portion (as yet undetermined) of the City's cost for repair of the water mains and resulting damage.

3. Because the total cost of the work was \$137,829, line 20 of the proposed resolution should be amended from \$150,000 to \$137,829.

Recommendation: Amend the proposed resolution to decrease the cost amount on line 20 from \$150,000 to \$137,829, and approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1b - File 28-89-23

Departments: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Resolution authorizing emergency repair work on a damaged storm drain located on Cervantes Boulevard, Alhambra Street to Scott Street.

Amount: \$241,800

Source of Funds: Clean Water Program Sewer Repair and Replacement Fund

Description: DPW has determined that an existing storm drain located on Cervantes Blvd., between Alhambra St. and Scott St. has been damaged as a result of the October 17, 1989 earthquake and constitutes a hazard to the public health and welfare.

In accordance with Section 6.30 of the Administrative Code, CWP initiated an expedited bidding procedure for the necessary construction work on the damaged storm drain. CWP invited eighteen contractors, including MBE/WBE firms, to bid on the construction work. Based on the selection of the lowest construction bid of \$188,900, CWP awarded the construction contract to Dalton Construction Co., a MBE/LBE firm, on November 29, 1989 to perform the repair work. Project costs are summarized as follows:

CWP Design Engineering	\$ 31,700
DPW Bureau of Engineering	1,000
DPW Bureau of Traffic Engineering	1,300
Construction (Dalton Construction)	268,900
Contingency (10%)	<u>26,890</u>
Total	\$329,790

- Comments:**
1. Mr. Ramsis Attia of the CWP, reports that the Department anticipates that Federal Aid Urban (FAU) funds will be made available to offset a portion (as yet undetermined) of the City's cost for repair of the damaged storm drain.
 2. Mr. Attia reports that construction on the project began December 20, 1989 and was scheduled to be completed January 18, 1990. However, the Department has been notified that the project will be delayed. As of the writing of this report, no new date had been set for the completion of the project.
 3. CWP reports that construction costs increased an additional \$80,000 from \$188,900 to \$268,900 because the contractor had to replace an additional 312 feet of 21-inch pipe

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with 30-inch pipe. This work had not been specified in the original contract bid.

4. Because the total cost of the work is now estimated to be \$329,790, line 19 of the proposed resolution should be amended from \$241,800 to \$329,790.

Recommendation: Amend the proposed resolution to increase the cost amount on line 19 from \$241,800 to \$329,790, and approve the proposed resolution as amended.

Item 1c - File 28-89-24

Departments: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Resolution authorizing emergency repair work on a damaged sewer located on Bay Street, between Baker and Broderick Streets, Mallorca Way, between Alhambra Street and Capra Way and Fillmore, between Francisco and Bay Streets.

Amount: \$263,760

Source of Funds: Clean Water Program, Sewer Repair and Replacement Fund

Description: DPW has determined that the existing sewer (located in the area noted above) has been damaged as a result of the October 17, 1989 earthquake and constitutes a hazard to the public health and welfare.

In accordance with Section 6.30 of the Administrative Code, CWP initiated an expedited bidding procedure for the necessary construction work on the damaged sewer. CWP invited eighteen contractors, including MBE/WBE firms, to bid on the construction work. Based on the selection of the lowest construction bid of \$207,960, CWP awarded the construction contract to Stacy and Witbeck, Inc. on November 29, 1989 to perform the repair work. Stacy and Witbeck is not a MBE or WBE firm. Project costs are summarized as follows:

CWP Design Engineering	\$33,500
DPW Bureau of Engineering	1,000
DPW Bureau of Traffic Engineering	500
Construction (Stacy & Witbeck)	275,960
Contingency (10%)	<u>27,596</u>
Total	\$338,556

Comments:

1. Mr. Ramsis Attia of the CWP, reports that the Department anticipates that Federal Emergency Management Agency (FEMA) funds will be made available to offset a portion (as yet undetermined) of the City's cost for repair of the damaged sewer.
2. Mr. Attia reports that construction on the project began December 4, 1989, and is scheduled for completion in January, 1990.

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3. CWP reports that construction costs increased an additional \$68,000 from an initial bid of \$207,960 to \$275,960 because the contractor had to replace an additional 286 feet of 12-inch pipe. This work had not been specified in the original contract bid.

4. Because the total cost of the work is now estimated to be \$338,556, line 20 of the proposed resolution should be amended from \$263,760 to \$338,556.

Recommendation: Amend the proposed resolution to increase the cost amount on line 20 from \$263,760 to \$338,556, and approve the proposed resolution as amended.

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Item 1d - File 28-89-25

Departments: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Resolution authorizing emergency repair work on a damaged sewer located on Scott between Prado Streets and Marina Blvd. and Avila Street, between Rico Way and Casa Way.

Amount: \$152,190

Source of Funds: Clean Water Program Sewer Repair and Replacement Fund

Description: DPW has determined that an existing storm drain (located in the area noted above) has been damaged as a result of the October 17, 1989 earthquake and constitutes a hazard to the public health and welfare.

In accordance with Section 6.30 of the Administrative Code, CWP initiated an expedited bidding procedure for the necessary construction work on the damaged sewer. CWP invited sixteen contractors including MBE/LBE firms, to bid on the construction work. Based on the selection of the lowest construction bid of \$115,170, CWP awarded the construction contract to Dalton Construction Co., an MBE/LBE firm, on November 22, 1989 to perform the repair work. Project costs are summarized as follows:

CWP Design Engineering	\$28,000
DPW Bureau of Engineering	1,000
DPW Bureau of Traffic Engineering	500
Construction (Dalton Construction)	115,170
Contingency (10%)	<u>11,520</u>
Total	\$156,190

Comments:

1. Mr. Ramsis Attia of the CWP reports that the Department anticipates that Federal Emergency Management Agency (FEMA) funds will be made available to offset a portion (as yet undetermined) of the City's cost for repair of the damaged sewer.
2. Mr. Attia reports that construction on the project began December 4, 1989, and is scheduled for completion in January, 1990.
3. Because the total cost of the work is now estimated to be \$156,190, line 16 of the proposed resolution should be amended from \$152,190 to \$156,190.

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Memo to Finance Committee
January 17, 1990

Recommendation: Amend the proposed resolution to increase the cost amount on line 16 from \$152,190 to \$156,190, and approve the proposed resolution as amended.

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Item 1e - File 38-89-25

1. The proposed resolution would authorize the Recreation and Park Department to accept a gift of funds of \$18,750 from the Friends of Recreation and Parks. The funds would be used to prepare design plans and specifications for the renovation of the Shakespeare Garden in Golden Gate Park.

2. According to Mr. Jim Rogers of the Recreation and Park Department (RPD), the RPD intends to renovate the Shakespeare Garden by creating and improving pathways, arches, planting beds and the paving around the monument area. The RPD's objectives are to formalize the entryway to the garden, preserve the image of the woodland glade, accommodate wedding ceremonies and minimize maintenance of the garden. The Department of Public Works has prepared a preliminary schematic plan and estimates that the renovation costs could total approximately \$145,000.

3. Mr. Rogers reports that the Friends of Recreation and Parks would fund all proposed improvements and that any additional maintenance costs, excluding any damage to the proposed new structures, will be covered within the RPD's existing budget.

Recommendation

Approve the proposed resolution.

Item 2 - File 177-89-4

Note: This item was continued from the Finance Committee's meeting of January 3, 1990.

1. This is a hearing to consider the status and disposition of approximately 550 acres of Water Department land (Parcel 69) in Pleasanton near Interstate Highway 680 and Bernal Avenue.

2. Parcel 69 consists of approximately 550 acres of land located adjacent to the City of Pleasanton and bounded roughly by Bernal Avenue, the Southern Pacific Railroad tracks, and Laguna Creek (See attachment). The land has been zoned as "Specific Plan" by the City of Pleasanton, which means that a Specific Plan outlining the proposed uses of the land must be formulated and approved prior to development of the land.

3. In March of 1987, the Board of Supervisors approved Ordinance No. 104-87 which appropriated \$375,000 to the City's Water Department to formulate, in cooperation with the City of Pleasanton, a Specific Plan for development and a draft Environmental Impact Report (EIR) for the Water Department's Parcel 69. The Specific Plan would establish the zoning (allowable uses) for the subject parcel. At the time of the supplemental appropriation legislation, both the Water Department and the Public Utilities Commission (PUC) staff reported that development of a Specific Plan could enhance the value of the property by as much as \$2 million.

4. Subsequent to the appropriation of \$375,000 for the Specific Plan and draft EIR, the Board of Supervisors adopted Ordinance No. 200-88 in May of 1988 approving the sale of 26.9 acres of the approximately 550 acres of Parcel 69 to the Pleasanton School District for \$3,125,000, or approximately \$116,170 per acre. While the land sold to the School District is part of the 550 acres subject to the Specific Plan, the City of Pleasanton had specifically identified school sites as a desired land use and the Pleasanton School District had offered to buy the 26.9 acres for a proposed Middle School.

5. In May of 1989, the PUC authorized and the Controller approved the transfer of an additional \$100,000 from the Water Department's Capital Program allocation for the Guadalupe Creek Crossover Project to the Parcel 69 Specific Plan Project. The Water Department is using these funds to supplement the existing funding for the Specific Plan and draft EIR project and to pay for outside legal counsel associated with the sale of the land to the School District. Thus, to date, a total of \$475,000 has been appropriated to this project. In response to inquiries by the Budget Analyst, Mayor's Office of Transportation staff currently anticipates that no additional funds will be needed to complete the Specific Plan and draft EIR.

6. Presently, the Specific Plan and draft EIR are being developed for the remaining 523.1 acres by the Planning Collaborative Company, the contractor selected in 1988 by a joint committee of the PUC and the City of Pleasanton. The contract was approved by the PUC and the Civil Service Commission and is

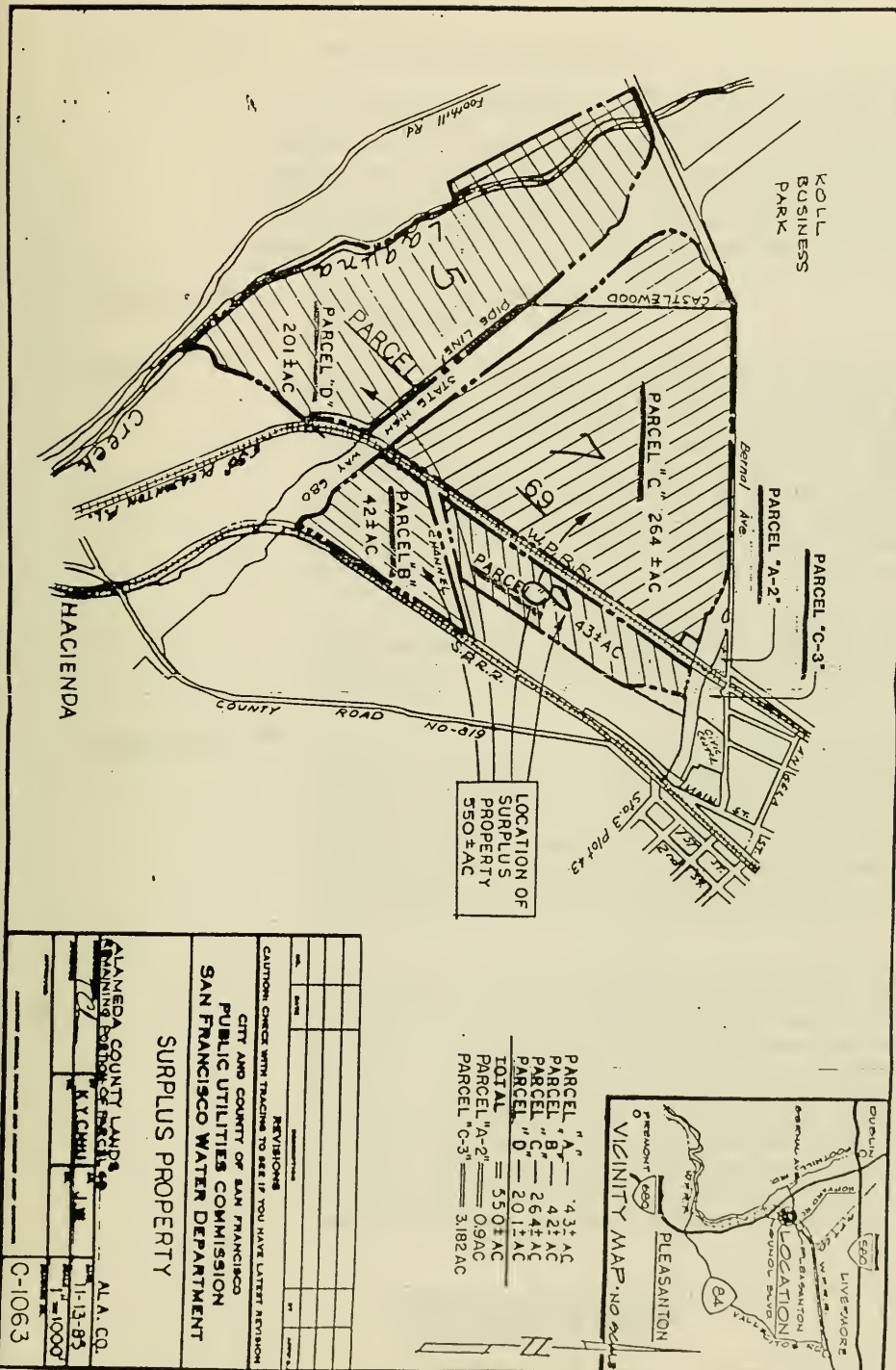
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administered by Mr. Doug Wright, Mayor's Office of Transportation. The contract specifies that the Planning Collaborative Company will be paid the contract amount to develop the Specific Plan and draft EIR and does not provide for payment for services based on hours and hourly rates. In addition to the Planning Collaborative Company, the Water Department retained the legal services of Martin Inderbitzen (\$200 per hour) in connection with the sale of land to the Pleasanton School District. There are presently no other contractual agreements with other parties.

7. The Mayor's Office of Transportation staff reports that exact development details of the Specific Plan have not been finalized, although preliminary plans within the Specific Plan call for mixed use development including housing, a golf course and various commercial uses. The Specific Plan and draft EIR should be completed and presented to the Pleasanton Planning Department within the next six months. Once the Specific Plan is approved by the Pleasanton Planning Department, the plan will be submitted to the Pleasanton Planning Commission and the Pleasanton City Council for their review and approval. It is anticipated that the entire approval process will be completed by September of 1990.

8. According to Mayor's Office of Transportation staff, after approval of the Specific Plan by the Pleasanton City Council, the Water Department must negotiate a development agreement with the City of Pleasanton in order to obtain the actual right to develop the property. It is estimated that such an agreement for development would not occur before January of 1991, and actual development of the land would not begin before March of 1991.

9. The Water Department's intent in formulating the Specific Plan is to: (1) develop a long-term plan that maximizes the cash flow to the City of San Francisco from development of the property while at the same time maintaining ownership in the property, and (2) meet the planning objectives of the City of Pleasanton. Because the Specific Plan and draft EIR are still in the development stages, no detailed plans for site development have been made. As a result, the budgetary implications cannot be ascertained at this time. However, once the Specific Plan and draft EIR process and subsequent negotiations for development of the land are completed, any action to lease (or if a subsequent decision is made to sell) the remaining 523.1 acres of surplus property would require the approval of the Board of Supervisors.



Items 3 and 4 - Files 101-89-60.1 and 102-89-24.1

Note: These items were continued at the January 10, 1990 Finance Committee meeting. Given the Superior Court's issuance of an injunction on the random drug testing portion of MUNI's overall drug testing program, the Finance Committee requested that MUNI revise its budget to eliminate random drug testing from the overall program and that MUNI's revised drug testing program budget be brought back to the Finance Committee for review.

Departments: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Items: Item 3 - (File 101-89-60.1) Hearing to consider rescinding \$700,000 from salary savings that MUNI previously identified as available to fund MUNI and PUC permanent salaries-miscellaneous, mandatory fringe benefits, professional medical services, uniforms and services of other departments, rescinding \$932,184 from the MUNI Stores Revolving Fund for the creation of thirteen MUNI positions and one PUC position and rescinding the placement of \$93,000 on reserve for MUNI's Drug Testing Program.

Item 4 - (102-89-24.1) Hearing to consider rescinding ordinance amending the 1989-90 Annual Salary Ordinance reflecting the addition of thirteen MUNI positions and one PUC position.

Description: The Federal Urban Mass Transportation Administration (UMTA) requires that all transit properties receiving Federal financial assistance have a drug testing program in place by December 21, 1989. In response to this requirement, the MUNI and PUC developed the Municipal Railway Drug Testing Program which was to be in place by December 21, 1989 and which would be expanded in calendar year 1990 in order to meet the UMTA's required testing level.

On December 18, 1989, the Board of Supervisors approved a supplemental appropriation totaling \$932,184 (File 101-89-60) to fund part of the proposed Drug Testing Program, including 13 new positions in the MUNI, one new position in the PUC and related drug testing. The remainder of the funding required for the program for FY 1989-90, approximately \$801,445, for a total of \$1,733,629, is to be funded by excess salary savings in the MUNI. Of the \$932,184 in supplemental funding previously approved by the Board, \$93,000 was placed on reserve for the Department of Public Health's Employee Assistance Program.

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The Board of Supervisors also approved an amendment to the Annual Salary Ordinance to reflect the addition of the 13 employees in the MUNI and the one employee in the PUC (File 102-89-24).

The MUNI and PUC have begun to implement portions of the MUNI's Drug Testing Program. According to Mr. George Newkirk of MUNI:

- MUNI has a memorandum of understanding with the Regional Transit Authority (RTA) for testing of urine samples.
- MUNI has a contract with a Medical Review Officer (Dr. DeLays Brandman of San Francisco) who is a WBE/LBE. This doctor evaluates drug test results and medical histories and reports test results to the individual and MUNI.
- MUNI has begun the pre-employment and post accident drug testing required by UMTA.

MUNI has not begun the random drug testing program portion of the Drug Testing Program because four local unions affected by the proposed random drug testing program were initially granted a Temporary Restraining Order (TRO) against random testing. The TRO was reviewed by the Superior Court on January 5 and January 8, 1990. On January 9, 1990, the Superior Court issued an injunction against the random drug testing portion of the program.

The proposed items were heard by the Finance Committee on January 10, 1990. Given the recent Superior Court injunction, the Finance Committee requested that these items be continued one week and that MUNI revise their drug testing program budget to eliminate the random drug testing portion from the program.

Comments:

1. MUNI's original and revised drug testing program for fiscal year 1989-90 are shown in Attachment I and Attachment II, respectively. As shown in Attachment I, the original Drug Testing Program totalled \$1,733,629. Attachment II indicates that the revised Drug Testing Program, without random drug testing, is proposed to cost \$1,119,975, a reduction of \$613,654 for the remainder of fiscal year 1989-90. A comparison of the initial 1989-90 Drug Testing Program budget and the revised 1989-90 Drug Testing Program budget, as reflected in the attachments, reflects the following differences:

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I. Training for Staff and Supervisors

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$187,519	\$187,519	\$0

No changes are proposed in the level of funding for training because according to Mr. Ed Harrington, of PUC Finance, the proposed training is mandated by UMTA for all MUNI staff and supervisors and this training is not directly related to random drug testing.

II. Testing

A. Outside Contract for Testing and Medical Review

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$184,280	\$43,747	\$140,533

The initial \$184,280 was reduced to \$43,747 because (a) \$150,000 for the outside consulting services of a Medical Review Officer who serves under a contract secured through a Request for Proposal (RFP) process was reduced to \$22,971, and (b) \$34,280 for testing and other related expenses administered by the Regional Transit Authority (RTA), which has an existing contract for such testing services was reduced to \$20,776. The \$20,776 would purchase tests for approximately 602 employees, a reduction of 392 employees (each test costs \$34.50) to be tested by June 30, 1990. The proposed cost changes in the Outside Contract for Testing and Medical Review reflects both a reduction due to the elimination of random drug testing and confirmation of the consultant costs.

B. Program Administration

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$90,348	\$35,912	\$54,436

The initial Program Administration budget included the following three positions:

- (1) A013 Drug Testing Program Manager (MUNI)
- (1) A014 Drug Testing Program Analyst (MUNI)
- (1) 1446 Secretary (MUNI).

The revised Program Administration budget only includes the one A013 Drug Testing Program Manager position, at a cost of \$27,467 and eliminates the other two positions. The Drug Testing Program Manager position will manage and administer the overall MUNI Drug Testing Program. Duties

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include but are not limited to: Coordination of specific programs, liaison with the Medical Review Officer and RTA, coordination of training programs and keeping the program in compliance with UMTA regulations. In addition, the proposed revised budget includes the cost of leasing a van for six months (\$7,200), the purchase of a FAX machine (\$765) and miscellaneous materials and supplies (\$480).

C. Fill Behind Labor During Tests - Administration

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$60,777	\$43,152	\$17,625

The initial \$60,777 labor cost to pay a replacement employee to work while the regular employee is receiving a drug test was reduced by \$17,625 to \$43,152, a reduction of approximately 29 percent. According to Ms. Kathleen Kelly, the 29 percent represents an approximate 20 percent real reduction in the number of drug tests due to the elimination of the random drug testing costs and additional savings due to a reconfiguration of the training classes for the new drivers.

C. Fill Behind Labor During Tests - Maintenance

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$8,815	\$0	\$8,815

The initial \$8,815 maintenance labor cost to pay a replacement employee to work while the regular maintenance employee is receiving a drug test was eliminated completely because, according to Ms. Kelly, almost all of the maintenance workers drug testing would have been part of the random drug testing program.

III. Dealing With Results

A. Overtime due to Vacancies - Transportation

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$199,870	\$141,907	\$57,963

For the reasons as noted in II-C above, the proposed overtime due to vacancy reduction represents a 29 percent decrease in costs.

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A. Overtime due to Vacancies - Maintenance

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$118,065	\$0	\$118,065

The initial \$118,065 maintenance labor cost to pay overtime to an employee to work while the regular maintenance employee's position is vacant as a result of negative drug testing was eliminated completely because, according to Ms. Kelly, almost all of the maintenance workers drug testing would have been part of the random drug testing program.

B. Train New Employees - Trainees

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$402,831	\$286,081	\$116,750

For the reasons as noted in II-C above, the proposed cost to train new trainees represents a 29 percent decrease in costs.

B. Train New Employees - Trainers

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$270,598	\$192,124	\$78,474

The initial budget proposed the addition of ten new Transit Supervisors (Trainers) to train the replacement platform operators. The revised budget includes seven new Transit Supervisors (Trainers), a reduction of three employees. For the reasons as noted in II-C above, the proposed cost to train new trainers represents approximately a 29 percent decrease in costs.

C. Materials and Supplies

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$72,388	\$51,395	\$20,993

The Materials and Supplies budget reflects a similar reduction of 29 percent based on the elimination of random drug testing and associated efficiencies.

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D. Employee Assistance Program

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$93,000	\$93,000	\$0

The \$93,000 in the initial budget for the DPH's Employee Assistance Program would double the MUNI's existing program for employee counseling based on MUNI's analysis that some employees would seek counseling prior to testing and employees who fail tests would seek counseling. According to Ms. Kelly, there is not anticipated to be any change in the original proposed budget because DPH's Employee Assistance Program is not related to the random drug testing portion of the overall program. MUNI has not provided information as to how they propose to spend the \$93,000. Therefore, the Board of Supervisors has reserved this \$93,000 pending submission to the Finance Committee as to proposed new employees in DPH and related costs for the Employee Assistance Program.

E. Miscellaneous Personnel Costs

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$45,138	\$45,138	\$0

Both the initial and revised budgets for Miscellaneous Personnel Costs include the costs for one 1242 Personnel Analyst for the PUC. This position is intended to process and administer all of the employment requirements for the new positions hired, suspended or fired by the MUNI because of the drug testing program. Although both Mr. Harrington and Ms. Kelly acknowledge that there may be some reduction in the number of persons hired, suspended or fired as a result of the elimination of the random drug testing portion of the program, because of the increase in hirings, suspensions and firings resulting from the other parts of MUNI's drug testing program, there would still be a need to hire one Personnel Analyst, thus resulting in no reductions in cost.

Total

<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
\$1,733,629	\$1,119,975	\$613,654

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2. The supplemental appropriation that was approved by the Board of Supervisors for the Municipal Railway Drug Testing Program from December 21, 1989 through June 30, 1990 is as follows:

	<u>Amount</u>
Permanent Salaries - Misc.	\$286,091
Mandatory Fringe Benefits	87,393
Overtime - Miscellaneous	26,032
Overtime - Craft	137,862
Professional Medical Services	184,280
Uniforms	72,388
Department Public Health (DPH)	
Employee Assistance Program (EAP)	93,000
PUC Personnel Costs	<u>45,138</u>
Total	\$932,184

As of the writing of this report, a revised Supplemental Appropriation Ordinance has not been prepared for submission to the Board of Supervisors. However, based on the budgetary information provided to the Budget Analyst, the original supplemental appropriation should be rescinded by \$613,654 from \$932,184 to \$318,530.

4. The 1989-90 Annual Salary Ordinance recently approved by the Board of Supervisors included the addition of 13 MUNI positions and one PUC position (File 102-89-24). Based on the budgetary information provided to the Budget Analyst, the 1989-90 Annual Salary Ordinance should be rescinded to include the addition of eight MUNI positions and one PUC position, an overall reduction of five positions.

5. The UMTA does not provide funding to local transit properties to fund drug testing programs. However, UMTA Rule 49 CRF 653 allows UMTA to withhold funding for the MUNI until the MUNI meets the UMTA's standards for drug testing. According to data provided by the PUC Finance Bureau, the MUNI is currently awaiting approval of \$68 million in Federal grant requests, including \$8 million which is contained in MUNI's 1989-90 operating budget. The UMTA could withhold these pending federal grant funds until an acceptable Drug Testing Program is in operation.

6. According to Mr. George Newkirk of MUNI, now that the Superior Court has issued an injunction prohibiting the implementation of random drug testing, MUNI will apply to UMTA for a waiver of the random drug testing portion of the program. However, the City must appeal the injunction in order to remain in good faith with UMTA.

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7. According to Mr. Harrington, the estimated cost to operate the overall Drug Testing Program could range from \$3 million to \$5 million annually beginning in fiscal year 1990-91, depending on the results of the testing program. If the random drug testing portion of the program is not included, according to Ms. Kelly, the estimated cost to operate the Drug Testing Program could range from \$2 million to \$2.5 million annually beginning in fiscal year 1990-91, depending on the results of the testing program.

Recommendation: The rescission of a previously approved Supplemental Appropriation Ordinance and of a previously approved amendment to the Annual Salary Ordinance is a policy decision for the Board of Supervisors.

SUMMARY OF COSTS FOR MUNI DRUG TESTING PROGRAM

	<u>TRANSP.</u>	<u>MAINT.</u>	<u>PROGRAM ADMIN.</u>	<u>TOTAL COSTS</u>
I. <u>Training</u>				
A) Training for Staff	\$61,428	\$21,529*		\$82,957
B) Training for Supervisors	76,539	28,023*		<u>104,562</u>
Subtotal				\$187,519
II. <u>Testing</u>				
A) Outside Contract for Testing and Medical Review			\$184,280*	184,280
B) Program Administration			90,348*	90,348
C) Fill Behind Labor During Tests	60,777	8,815*		<u>69,592</u>
Subtotal				\$344,220
III. <u>Dealing With Results</u>				
A) Overtime due to Vacancies	199,870	118,065*		317,935
B) Train new Employees-Trainees	402,831			402,831
Trainers	270,598*			270,598
C) Materials and Supplies	72,388*			72,388
D) Employee Assistance Program			93,000*	93,000
E) Miscellaneous Personnel Costs			<u>45,138*</u>	<u>45,138</u>
Subtotal				\$1,201,890
TOTAL:	<u>\$1,144,431</u>	<u>\$176,432</u>	<u>\$412,766</u>	<u>\$1,733,629</u>

* Total items to be funded with this supplemental appropriation = \$932,184.

SUMMARY OF COSTS FOR MUNI DRUG TESTING PROGRAM

	<u>TRANSP.</u>	<u>MAINT.</u>	<u>PROGRAM ADMIN.</u>	<u>TOTAL COSTS</u>
<u>I. Training</u>				
A) Training for Staff	\$61,428	\$21,529*		\$82,957
B) Training for Supervisors	76,539	28,023*		<u>104,562</u>
Subtotal				\$187,519
<u>II. Testing</u>				
A) Outside Contract for Testing and Medical Review			\$43,747*	43,747
B) Program Administration			35,912*	35,912
C) Fill Behind Labor During Tests	43,152			<u>43,152</u>
Subtotal				\$122,811
<u>III. Dealing With Results</u>				
A) Overtime due to Vacancies	141,907			141,907
B) Train new Employees-Trainees	286,081			286,081
Trainers	192,124**			192,124
C) Materials and Supplies	51,395*			51,395
D) Employee Assistance Program			93,000*	93,000
E) Miscellaneous Personnel Costs			<u>45,138*</u>	<u>45,138</u>
Subtotal				\$809,645
 TOTAL:	 <u>\$852,626</u>	 <u>\$49,552</u>	 <u>\$217,797</u>	 <u>\$1,119,975</u>

* Total items to be funded with this supplemental appropriation = \$318,530.

** A portion of these costs will be funded with this supplemental.

Note: All salary items include fringe benefits.

5219A

Item 5 - File 305-89-1

Department:

City Planning

Item:

Resolution authorizing the Department of City Planning to collect a fee from the Santa Fe Pacific Realty Corporation to cover the costs of City departments' staff time, consultant services, materials and administrative expenses to prepare and adopt the Mission Bay Development Agreement.

Amount:

\$600,000

Description:

On May 1, 1989, Santa Fe Pacific Realty Corporation (SFP) filed a Development Agreement Application for the Mission Bay Project with the Department of City Planning, in accordance with State law and the San Francisco Administrative Code, Chapter 56. Chapter 56 of the City's Administrative Code was amended by the Board of Supervisors on August 1, 1988 to permit execution of development agreements between the City and developers for large multi-phase projects, such as the Mission Bay Project. Such development agreements are intended to assure the developer that upon approval of the project, the developer could proceed with the project in accordance with the specified policies, rules and regulations contained in the development agreement. Section 56.20 of the Administrative Code also authorizes the City to collect fees to defray the costs incurred for City staff, consultants, materials and administration to prepare the development agreement and related documents.

On May 1, 1989, the SFP paid \$275,000 to the Department of City Planning to initiate preliminary work on the Development Agreement Application. The \$275,000 represented 50 percent of the initially estimated \$550,000 of City costs to prepare the Mission Bay Project Development Agreement. As specified in Section 56.20(c) and 56.20(d) of the Administrative Code, the \$275,000 prepayment was deposited into a Development Agreement Fund, which authorizes appropriations of Fund monies, in order to enable City departments to immediately begin work on the project.

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On June 22, 1989, the City Planning Commission held a public hearing on the Mission Bay Development Agreement Application. At that time, the Planning Department formally estimated that \$550,000 was needed to cover the costs of the City departments staff time, consultant services, materials and administrative expenses associated with the preparation and adoption of the development agreement. However, the Port of San Francisco requested that the Port also receive compensation from SFP for their staff costs incurred during the development agreement negotiations. As a result, the Planning Commission continued the hearing and directed the Planning Department to review the estimated \$550,000 costs and to consult with the Port and other affected City departments.

Based on the addition of the Port's staff costs, City Attorney toxics consultation and contingencies, Mr. Dean Macris, the Director of City Planning, recommended an increase of \$50,000 for a revised estimate of \$600,000, for a one-year budget of costs to be incurred by the City in order to prepare and adopt the Mission Bay Project Development Agreement. The budget year extends from May 1, 1989, when SFP submitted the Development Agreement Application and the City began work on the project, through April 30, 1990. On December 14, 1989, the Planning Commission held another public hearing to review and approve this \$600,000 cost estimate (Resolution No. 11826). The Planning Commission is now recommending to the Board of Supervisors that a fee of \$600,000 be imposed on SFP in order to defray the cost to the City of preparing a development agreement for the Mission Bay Project.

Comments:

1. Since 1985, the Department of City Planning has been conducting various planning and environmental reviews of the proposed Mission Bay Project, including review of the Master Plan, Central Waterfront Plan, City Planning Code, Zoning Map, the preparation of the Mission Bay Plan-Proposal for Citizen Review and a draft Environmental Impact Report (EIR). In connection with this effort, SFP has contributed approximately \$1.4 million directly to the Department of City Planning to defray the costs of City staff to conduct these studies (Files 38-85-3 and 38-86-8). SFP has also directly paid the cost of 20 special consultant studies (e.g., seismic safety, infrastructure, economic development, housing costs) for Mission Bay, which

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were overseen by the Department of City Planning totalling approximately \$450,000 and is currently funding the Environmental Impact Report (EIR), which is being prepared by Environmental Sciences Associates, at an additional estimated cost of approximately \$4.5 million.

2. The Mission Bay Project is generally bounded by Third, China Basin, Mariposa, Seventh and Townsend Streets. The Development Agreement Application proposes the construction of 8,000 housing units, 4.8 million square feet of office space, 900,000 square feet of commercial/light industrial space, 125,000 square feet of community facilities, 720,000 square feet of retail space, a 500-room hotel and 69 acres of publicly-accessible open space and parks.

3. The Development Agreement Application also describes the project and lists the anticipated benefits which exceed those required by existing ordinances and regulations (e.g., the creation of 8,000 housing units, of which 3,000 would be "affordable", which exceeds the Office of Affordable Housing Production Program requirements). Mr. Macris has prepared a report which describes the anticipated benefits listed in the application and the projected time schedule for the development agreement negotiations. According to Mr. Alec Bash of the Department of City Planning, the projected time schedule is to have a conceptual agreement between the City and SFP completed by the end of January, 1990, so that a draft development agreement could be completed by early April, 1990. The draft development agreement would include proposed zoning and Master Plan amendments as well as a financing plan. The draft development agreement would then be reviewed in a public hearing before the Planning Commission. After the draft document was revised, as appropriate, a final development agreement would be developed. The Planning Department anticipates bringing the final development agreement to the Board of Supervisors for the Board's approval in approximately June, 1990.

4. The proposed revised one-year budget, extending from May 1, 1989 through April 30, 1990, is as follows:

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City Planning Staff

According to Mr. Bash, the Department of City Planning has provided 2.5 FTE staff for overall project coordination, land use planning, response to public comment, oversee the preparation of the EIR and to negotiate many of the economic terms of the agreement. The following costs include mandatory fringe benefits.

1-Planner V	\$83,000	
1-Planner IV	70,000	
1- Part-time Planner III	32,000	
Total		\$185,000

City Attorney Staff and Consultants

According to Mr. Ken Taymore, of the City Attorney's Office, the City Attorney's Office has provided legal assistance on drafting and negotiating the Development Agreement, as well as related Mission Bay Development Agreement documents including the EIR, Master Plan, Specific Plan, Zoning Code, Map Amendments, Master Subdivision Map, Capital Improvements Plan, Toxics Remediation Plan, Financing Plan, Community Facilities District Plan, Land Exchange Agreements, Housing Program, Lease and License Agreements and Agreements with the State Lands Commission and the Bay Conservation Development Commission (BCDC). From May 1 through November 30, 1989 the City Attorney's Office expended approximately 2,300 hours of Deputy City Attorney time, at a cost of approximately \$190,000. Through April 30, 1990, the City Attorney's Office anticipates expending another 30,000 for a total City Attorney expense of \$220,000. In addition, between May 1, 1989 and April 30, 1990, approximately \$45,000 for specialized outside legal counsel will be expended for a total cost of \$265,000 (\$220,000 + \$45,000).

Total	\$265,000
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Real Estate Staff and Consultants

According to Mr. Tony Delucchi of the Real Estate Department, his Department will provide work order services on the proposed development agreement regarding land appraisals and valuations, participating in discussions with the State Lands Commission and determining comparable values of exchanges of property.

Total	\$60,000
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Toxics Advice and Consultation

According to Mr. Taymore, through the City Attorney's Office, a toxics consultant Peter Russell was hired at a total cost of \$45,000 to provide consultation to the City regarding toxic waste, toxic remediation, costs and potential liability of toxics on the Mission Bay property. A draft plan has been prepared on this toxics issue.

Total	\$45,000
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Department of Public Works Staff

According to Mr. Vit Troyan of the Department of Public Works (DPW), DPW will provide cost estimates and verification of the necessary infrastructure throughout Mission Bay Project, including negotiations with SFP regarding these costs. DPW rounded their cost to \$10,000, based on the following estimate of hours and hourly rates:

Associate Engineer (150 hours @ \$47/hr)	\$7,050
Project Mgr III (50 hours @ \$70/hr)	<u>3,500</u>

Subtotal	\$10,550
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Total	(rounded) \$10,000
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Port Staff

According to Ms. Keri Lung of the Port, because the Port owns property adjacent to and within Mission Bay, the Port has been directly involved in the negotiations regarding the Development Agreement and the other related documents, specifically the property exchange agreements, the toxics remediation and clean-up issues,

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the discussions with the State Lands Commission and BCDC and agreements regarding waivers and acknowledgements. The Port's \$26,500 of costs reflect the Port's City Attorney's time for the one-year period, based on a conservative projection of the past eight months of actual costs.

Total	<u>\$26,500</u>
Subtotal of all above-cited costs	\$591,500
Contingencies	<u>8,500</u>
Grand Total	\$600,000

5. In accordance with Sections 56.20(c), if the Board of Supervisors fails to adopt the proposed \$600,000 fee resolution or if the Board approves a fee amount less than \$275,000, the amount that SFP prepaid on May 1, 1989, the Controller must return any prepaid funds that remain unexpended or unobligated to SFP. If the Board of Supervisors approves the proposed resolution, the \$275,000 that SFP has prepaid will be credited against the \$600,000 total fee. SFP would then be responsible for paying the balance of \$325,000 (\$600,000 less \$275,000) within 30 days after the effective date of the proposed resolution.

Recommendation:

Approve the proposed resolution.

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Item 6 - File 82-89-11

- Department:** Real Estate Department
Airports Commission
- Item:** Resolution authorizing acquisition of 38 noise easements in the City of San Bruno for purposes of airport noise mitigation.
- Description:**
1. The San Francisco International Airport's Noise Easement Acquisition program consists of insulating private residences and schools in the City of San Bruno and other cities which are located near the San Francisco Airport.
 2. The proposed resolution would authorize the City's Director of Property at the request of the Airport's Commission, to purchase 38 noise easements from home owners within the City of San Bruno at an estimated cost of \$114,924. Airport revenues in this amount have been previously appropriated and are available for the acquisition of these noise easements.
 3. Acquisition of these noise easements constitutes Phase II of the Noise Abatement Program in the City of San Bruno. In 1987, the Board of Supervisors approved a resolution (File 82-87-6) authorizing the purchase of 48 noise easements in the City of San Bruno for an estimated cost of \$151,000 as part of Phase I.
 4. Once purchased, the noise easements would remain in effect for 20 years. In return for the grant of easements, the City would pay 20 percent of the total construction cost to insulate the residences. In addition, the City would also pay 20 percent of the title insurance fees. The City of San Bruno would pay the remaining 80 percent of the total construction costs and insurance fees with funding obtained from Federal grant funds.
- Comments:**
1. The Board of Supervisors has also previously approved the acquisition of noise easements in the Cities of Millbrae and South San Francisco, as part of the City's ongoing Airport Noise Monitoring Program.
 2. The proposed Noise Easement Acquisition Program is in conformity with the City of San Bruno's Master Plan per its City Council Resolution No. 1988-33.
 3. According to Mr. Don Garibaldi of the City Attorney's Office, the Airport has spent over \$1,000,000 in legal and related costs to defend against noise-related small claims lawsuits filed by San Mateo County residents since 1982. The

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Memo to Finance Committee
January 17, 1990

City's acquisition of noise easements is expected to reduce the volume of such claims.

Recommendation: Approve the proposed resolution.

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Item 7 - File 100-89-1.5

Department: Superior Court, Juvenile Justice Commission

Item: Release of reserve on funds appropriated in the 1989-90 budget.

Amount: \$51,797 (amount requested - Board of Supervisors reserved only \$25,898)

Description: In setting the 1989-90 budget for the Superior Court, the Board of Supervisors appropriated \$47,481 to fund the Juvenile Justice Commission Director's position on a temporary basis through June 30, 1990, but reserved \$25,898 for six months of the Director's salary because of a pending revision of State law (Welfare and Institutions Code) that would abolish the Juvenile Justice Commission and, therefore, abolish the Director's position. The Superior Court reports that the revision of State law has not been finalized and that the Director's position needs to be fully funded through June 30, 1990.

According to the Superior Court, hiring the Juvenile Justice Commission Director was delayed to October 2, 1989, and the unreserved funding for the Director position will pay for the position through February 28, 1990. Reserved funds must be released to pay for the Director's position for the four months from March 1, through June 30, 1990. The amount needed for four months is \$17,268 (4 mos. @ \$4,317 per mo.).

Recommendation: Release \$17,268 of the reserved funds for the Juvenile Justice Director position and continue to reserve the balance of \$8,630 (\$25,898 on reserve less need of \$17,268 for four months).

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Item 8 - File 100-89-1.6

Department: Police Department, Consent Decree Office

Item: Release of reserve on funds appropriated in the 1989-90 budget for promotional examinations for Q35 Assistant Inspector and Q50 Sergeant positions.

Amount: \$196,000

Description: In setting the 1989-90 annual budget for the Police Department's Consent Decree Office, \$196,000 was appropriated for the development and administration of promotional examinations but reserved pending a report from the Consent Decree Office concerning the amount of 1988-89 carryover funds available. When the 1989-90 budget was considered by the Board of Supervisors, only \$2,773 of the \$396,000 1988-89 appropriation for developing and administering promotional examinations had been spent, leaving a balance of \$393,227.

The Police Department reports the following expenditures since the 1989-90 budget was considered in June 1989:

Examination Development Costs -
paid to consultant, Personnel
Decisions, Inc.

June, 1989, billing	\$28,000	
August, 1989, billing	43,000	
December, 1989, billing	<u>78,000</u>	
		\$149,000

Examination Administration Costs

Round trip travel for raters (oral board members) from all over the United States, including approximately 110 raters for the Q35 Assistant Inspector exam and approximately 80 raters for the Q50 Sergeant exam (average travel cost was \$468 per rater).

89,000

Per diem expenses of 190 raters (average per diem of \$35 per day)

50,000

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San Francisco Hotel accommodations for raters and for examination rooms.	
Holiday Inn	\$146,000
Parc Fifty Five Hotel	<u>121,000</u>
	\$267,000
Examination proctors obtained through Civil Service Department (240 proctors at \$371 per proctor)	<u>89,000</u>
Total Examination Development and Administration Costs since May, 1989	\$644,000
Less 1988-89 Carryover Funds	<u>393,227</u>
Net 1989-90 Costs to Date	\$250,773

Based on the net costs incurred to date in 1989-90 (net of costs funded by 1988-89 carryover funds) of \$250,773, release of the reserve on the 1989-90 annual budget appropriation of \$196,000 is justified. Additionally, the Police Department reports that two Supplemental Appropriation requests totalling \$357,000 are currently being processed to pay for the remaining \$54,773 in costs to date (\$250,773 less \$196,000) that exceed the 1989-90 budget of \$196,000 and additional costs yet to be incurred in the balance of the 1989-90 fiscal year.

Recommendation: Release the reserve on funds for promotional examinations in the amount of \$196,000.

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Items 9 and 10 - Files 101-89-69 and 102-89-29

Department: Port of San Francisco

Items: Supplemental Appropriation Ordinance for permanent salaries-miscellaneous and mandatory fringe benefits to upgrade one position (File 101-89-69).

Annual Salary Ordinance amendment reflecting the reclassification of one position (File 102-89-29).

Amount: \$3,090

Source of Funds: San Francisco Harbor Operating Fund

Description: 1. The proposed amendment to the 1989-90 Salary Ordinance (File 102-89-29) would upgrade a 1840 Junior Management Assistant to a 1842 Management Assistant. The proposed amendment, which was approved by the Civil Service Commission on January 8, 1990, is as follows:

			1989-90 Biweekly <u>Salary</u>	1989-90 Annual <u>Salary</u>
Delete	1	1840B Jr. Management Assistant	\$1,088-1,316	\$28,288-\$34,216
Add	1	1842B Management Assistant	\$1,214-\$1,470	\$31,564-\$38,220

At the fifth step, the position to be added would cost \$38,220 annually which is \$4,004 more than the \$34,216 annual salary required at the fifth step for the position to be deleted.

2. The proposed Supplemental Appropriation Ordinance (File 101-89-69) would appropriate \$3,090 for permanent salaries and mandatory fringe benefits and rescind \$3,090 from permanent salaries and mandatory fringe benefits for FY 1989-90 for the creation and deletion of the position as follows:

Permanent Salaries - Miscellaneous	\$2,433
Mandatory Fringe Benefits	<u>657</u>
Total	\$3,090

Comments: 1. Mr. Benjamin Kutnick of the Port reports that the funds to cover the \$2,433 in Permanent Salaries and the \$657 in Fringe Benefits for a total of \$3,090 to reclassify one position for the period of November 1, 1989 to June 30, 1990 would come from

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the deletion of a 1840 Junior Management Assistant and Salary Savings.

2. The 1840 Junior Management Assistant in the Maritime Division would be reclassified to a 1842 Management Assistant. According to Mr. Kutnick of the Port, the Junior Management Assistant is currently performing duties consistent with responsibilities of the higher classification. These duties include supervision of three clerical staff, preparation of Maritime's budget, preparation and management of contracts and other purchasing mechanisms, preparation of Maritime agenda items for the Port Commission liaison with the Federal (maritime Commission and all City Departments, preparation of personal computer based analysis using various software and providing administrative support for marketing efforts).

3. Based on a review of the responsibilities and duties of the 1840 Junior Management Assistant, the Civil Service Commission has concurred that the responsibilities and duties to be fulfilled by this position are actually those of a 1842 Management Assistant.

4. The requested supplemental appropriation of \$3,090 is based on the position being reclassified on November 1, 1989. However, the earliest that this position could be reclassified is February 9, 1990. Therefore, the requested amount of \$3,090 should be reduced by \$1,355 to \$1,735 to provide funding for 10 biweekly pay periods for the 1842 Management Assistant from February 9 through June 30, 1990 as follows:

	<u>Requested Amount</u>	<u>Recommended Amount</u>	<u>Recommended Savings</u>
<u>Source of Funding</u>			
Permanent			
Salaries	\$3,090	\$1,735	\$1,355
<u>Proposed Use</u>			
Permanent Salaries	2,433	1,415	1,018
Retirement	364	212	152
Social Security	<u>293</u>	<u>108</u>	<u>185</u>
Total	\$3,090	\$1,735	\$1,355

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- Recommendations:**
1. Amend the proposed supplemental appropriation ordinance (File 101-89-69) to reduce the needed funding by \$1,355 from \$3,090 to \$1,735 and approve the proposed ordinance as amended.
 2. Approve the proposed amendment to the Annual Salary Ordinance (102-89-29).

Items 11 and 12 - Files 101-89-71 and 102-89-20

Department: Department of Public Works (DPW)
Bureau of Traffic Engineering and Operations

Items: Supplemental Appropriation Ordinance for permanent salaries for the reclassification of two positions (File 101-89-71).

Annual Salary Ordinance amendment reflecting the addition of one position and the deletion of one position (File 102-89-20).

Amount : \$29,776

Source of Funds: DPW Personnel Fund (Gas Tax and Road Fund)

Description: The proposed amendment to the 1989-90 Salary Ordinance (File 102-89-20) would add one position and delete one position in the DPW Bureau of Traffic Engineering and Operations as follows:

	<u>Action</u>	<u>No.</u>	<u>Class/Title</u>	1989-90 Biweekly <u>Salary</u>	Top Step Annual <u>Salary</u>
Delete	1	5229 Associate Traffic Engineer	\$1,618-\$1,965	\$51,090	
Add	1	9746 Staff Asst.VII	2,273-2,273	59,098	

At the fifth step, the position to be added would cost \$59,098 which is \$8,008 more than the \$51,090 annual salary required at the fifth step for the position to be deleted.

The Department of Public Works (DPW) has requested the reclassification of a vacant Associate Traffic Engineer position to a supervisor's position (Staff Assistant VII position) in the Traffic Sign Division of the Bureau of Traffic Engineering and Operations. According to Richard Evans, Director of Public Works, this Division has been beset with management problems due to rapid expansion and increased responsibilities for a staff of 25 personnel. Most of these employees are entry level, requiring close supervision by a manager who is competent in leadership and training, and who can effectively teach policies, techniques and work habits essential to the operation of the Traffic Sign Division. At the present time the supervision of the Traffic Sign Division located at 1999 Bryant Street has been assigned to a 5230 Traffic Engineer from 460 McAllister Street.

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The proposed position would result in a full-time on-site supervisor located at the Traffic Sign Division. The engineer at 460 McAllister Street would return to regular assigned duties.

The proposed Supplemental Appropriation Ordinance (File 101-89-71) would appropriate \$29,776 for permanent salaries and rescind \$29,776 from permanent salaries for FY 1989-90 for the creation and deletion of the positions.

Comments:

1. In the absence of a formal classification for the new Traffic Sign Division Manager, DPW had proposed and the Civil Service Commission had recommended that a class 9748 Staff Assistant VIII, Special Project position be used as an interim classification until Civil Service could complete their review and recommendation for the position. However, DPW decided instead to request a position at a lower salary, namely a 9746 Staff Assistant VII.

2. The requested supplemental appropriation of \$29,776 is based on the position being filled on January 1, 1990. However, the earliest that this position could be filled is February 9, 1990. Therefore, the requested amount of \$29,776 should be reduced by \$7,046 to \$22,730 to provide funding for 10.0 biweekly pay periods for the 9746 Staff Assistant VII from February 9, through June 30, 1990 as follows:

	<u>Requested Amount</u>	<u>Recommended Amount</u>	<u>Recommended Savings</u>
<u>Source of Funding & Proposed Use</u>			
Permanent Salaries	\$29,776	\$22,730	\$7,046

Recommendations: 1. Amend the proposed Supplemental Appropriation Ordinance (File 101-89-71) to reduce the needed funding by \$7,046 from \$29,776 to \$22,730 and approve the proposed ordinance as amended.

2. Approve the proposed Ordinance (102-89-20) to amend the Annual Salary Ordinance.

Items 13 and 14 - Files 101-89-72 and 102-89-28

Department: Department of Social Services (DSS),
Family and Children Services (FCS), and Medi-Cal
programs.

Items: Supplemental Appropriation Ordinance for permanent
salaries and mandatory fringe benefits, telephone,
materials and supplies and other operating expenses and
equipment for the creation of 49 positions (File 101-89-72).

Annual Salary Ordinance amendment reflecting the
addition of 49 positions and the deletion of 15 positions
(File 102-89-28).

Amount: \$721,041

Source of Funds: California State Medi-Cal Program
Federal Title XX Program (County Services Block Grant)
Private Subvention from St. Luke's Hospital
(No local funds are required)

Description: The proposed amendment to the 1989-90 Salary Ordinance
(File 102-89-28) would add 49 positions and delete 15
positions. The proposed amendments, which will be
reviewed at a future meeting of the Civil Service
Commission, are as follows:

<u>Action</u>	<u>No.</u>	<u>Class/Title</u>	<u>1989-90 Biweekly Salary</u>	<u>1989-90 Annual Salary</u>
<u>Family & Children Services (FCS)</u>				
Add	33	2940A Child Welfare Worker	\$1,349 - \$1634	\$35,074 - \$42,484
Delete	9	2910A Social Worker	1,027 - 1,243	26,702 - 32,318
Delete	4	2910N Social Worker	1,027 - 1,243	26,702 - 32,318
Delete	2	2912A Senior Social Worker	1,141 - 1,381	29,666 - 35,906
<u>Medi-Cal Program</u>				
Add	13	2905A Sr. Eligibility Worker	1,003 - 1,214	26,078 - 31,564
Add	2	2907A Eligibility Worker Supr.	1,232 - 1,491	32,032 - 38,766
Add	1	2946A Sr. Elig. Worker Supr.	1,388 - 1,682	36,088 - 43,732

At the top step, the 49 positions to be added would cost
\$1,933,568 in annual salary costs, which is \$1,441,622
more than the \$491,946 in annual salary costs for the 15
positions to be deleted.

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The proposed Supplemental Appropriation Ordinance (File 101-89-72) would appropriate \$721,041 for permanent salaries and mandatory fringe benefits, telephone, materials and supplies, equipment purchase and services of other departments for the creation of 49 positions for the period February 1, 1990 (new positions) and March 1, 1990 (upgraded positions) through June 30, 1990, as follows:

Permanent Salaries - Misc.	\$492,335
Mandatory Fringe Benefits	135,464
Telephone	15,750
Materials and Supplies	11,700
Equipment Purchase	64,542
Services of Other Departments	<u>1,250</u>
Total Appropriation	\$721,041

Comments:

1. The proposed amendment to the 1989-90 Salary Ordinance would add 49 positions and delete 15 positions. The Budget Analyst notes, however, that the 15 deleted positions in FCS (the 2910 and 2912 positions) would be upgraded to 2940 Child Welfare Worker positions. The net effect of the proposed amendment would be 34 new positions and 15 upgraded positions.

2. The funds for the new positions and other expenditures contained within the supplemental appropriation are completely funded by State, Federal, and private sources. These funding sources are as follows:

<u>Funding Source</u>	<u>Amount</u>
Federal Title XX Program	\$445,930
State Medi-Cal Program	243,204
St. Luke's Hospital	<u>31,907</u>
Total	\$721,041

The funds for the FCS program are available at this time because the State's final funding decisions for this program were not made until after the City's Budget was adopted (The State allocates the Federal Title XX - County Services Block Grant funds). Additional State Medi-Cal funds were made available because the State regularly adjusts revenues up or down during the year to reflect caseload changes. The City's caseload has increased because of recently approved Federal healthcare legislation and the State has committed funds for the hiring of personnel to handle the increased caseload. St. Luke's Hospital wishes to contract with the City for the

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placement of a Medi-Cal intake case worker and would reimburse the City for these services.

3. Mr. Ray Sullivan of DSS reports that for FY 1990-91 and thereafter, there would be no General Fund cost for the new and upgraded positions in either the FCS or Medi-Cal programs. Mr. Sullivan states that increases in the caseloads in both programs would lead to higher Federal and State allocations, under current law, to cover the costs of the new positions.

4. The proposed amendment to the 1989-90 Salary Ordinance would add 33 2940 Child Welfare Workers and delete 13 2910 Social Workers and two 2912 Senior Social Workers in the FCS program. There would be a net increase of 18 new positions in this program. The 15 deleted positions would be upgraded to 2940 Child Welfare Workers. According to Ms. Michelle Rutherford of DSS, the 2910 Social Worker and 2912 Senior Social Worker positions are intended to be case maintenance positions, without decision-making powers on the placement of children. Ms. Rutherford states that because of a rapidly increasing caseload, the 2910 Social Worker and 2912 Senior Social Worker positions have been assuming duties more consistent with a 2940 Child Welfare Worker. These duties include case reviews, court appearances, making recommendations for the placement of children and finding placement facilities. The 2910 Social Workers and 2912 Senior Social Workers would be given the opportunity to take the 2940 Child Welfare Worker test based on work experience rather than possession of a Masters of Social Work (MSW) degree. If they do not pass the exam they would be assigned to similar positions in other programs and the remaining unfilled 2940 Child Welfare Worker positions would be filled with new hires.

5. Ms. Ann O'Reilly of DSS reports that the 18 new positions in the FCS program are allocated by the State based on an evaluation of the City's caseload in FY 1987-88. The 18 positions would reduce the caseload from approximately 60 per caseworker to 52 per caseworker. Ms. O'Reilly states that while the State does not have any specified caseload targets, the State has concurred with DSS that DSS has a caseload which would justify the 18 new positions.

6. Ms. Rutherford states that the 16 additional new requested positions in the Medi-Cal program would be used to bring the City within State caseload standards for Medi-Cal (four positions), meet the increased caseload

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because of increased eligibility due to recently passed Federal Catastrophic Health Care legislation (eight positions), for additional supervisorial positions (three positions) and for one Senior Eligibility worker that would be placed at St. Lukes Hospital. Based on an evaluation of the caseload data, the 16 additional positions are justified.

7. The proposed supplemental appropriation contains \$64,542 for equipment purchase. \$9,542 of these funds would be spent on office equipment (desks, chairs, filing cabinets) for the new positions. The Budget Analyst has independently verified with the Purchaser that the funds budgeted for this equipment are reasonable. The remaining \$55,000 would be spent on purchasing five new automobiles. Mr. Sullivan reports that DSS currently has approximately 460 employees who use automobiles regularly and DSS owns 48 automobiles for an average of approximately 9.6 employees per automobile. Mr. Sullivan states that five new automobiles are needed because requests for the use of automobiles by DSS staff exceed the number of automobiles available by six per day and that five new automobiles would greatly reduce this backlog. Automobiles are used by DSS employees to conduct field visits to clients.

8. Based on the current ratio of 9.6 employees per automobile, the Budget Analyst believes that the 18 new FCS employees who would use the automobiles justifies only two new additional automobiles. The Budget Analyst recommends that the additional three requested automobiles be used to replace three existing, older-model, high-mileage automobiles owned by DSS. There are currently three automobiles in the DSS fleet with over 80,000 miles.

9. The Budget Analyst notes that retirement benefits for the added positions were calculated using 16 percent instead of the correct figure of 15 percent. The Medi-Cal employees retirement benefits should be reduced by \$2,019 from \$32,292 to \$30,273 and the FCS retirement benefits should be reduced by \$2,905 from \$46,482 to \$43,577. The requested total supplemental appropriation should be reduced by a total of \$4,924 from \$721,041 to \$716,117.

Recommendations:

1. Amend the proposed supplemental appropriation ordinance (File 101-89-72) to reduce the requested funding by \$4,924 from \$721,041 to \$716,117.
2. Amend the proposed supplemental appropriation ordinance (File 101-89-72) to include equipment detail

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designating that three of the five automobiles to be purchased would be replacements of existing automobiles in the DSS fleet rather than new automobiles and approve as amended

3. Approve the proposed amendment to the Annual Salary Ordinance (File 102-89-28).

Items 15 and 16 - Files 101-89-75 and 102-89-30

Note: As of the writing of this report, the Budget Analyst has not received legislation for these two items. The following report is based on communications with the Mayor's Office and the Department of Public Health.

Department: Department of Public Health (DPH),
Central Office and San Francisco General Hospital (SFGH)

Items: Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits, capital projects, and other operating expenses for the creation of three positions (File 101-89-75).

Annual Salary Ordinance amendment reflecting the addition of three positions (File 102-89-30).

Amount: \$575,898

Source of Funds: General Fund - General Reserve for AIDS Programs (\$700,000 Reserve Fund Established in the 1989-90 Budget)

Description: The proposed amendment to the 1989-90 Annual Salary Ordinance (File 102-89-25) would create three positions. The proposed amendments, which will be reviewed at a future meeting of the Civil Service Commission, are as follows:

<u>Action No. Classification</u>			<u>1989-90 Biweekly Salary</u>	<u>Top Step Annual Salary</u>
San Francisco General Hospital				
Create	1	2736 Porter (part-time)	\$792-\$956	\$24,856
Create	1	2908 Hospital Eligibility Worker (part-time)	1,003-1,214	31,564
Create	1	2920 Medical Social Worker	1,349-1,634	42,484

At the top step, the three positions to be added would cost \$98,904 in annual salary costs.

The proposed Supplemental Appropriation Ordinance (File 101-89-75) would appropriate \$575,898 for permanent salaries and mandatory fringe benefits, capital projects and other operating expenses for the creation of three positions for the period from February 1, 1990 through June 30, 1990, as follows:

Central Office

- Administration		
Other Contractual Services	\$20,000	
- AIDS		
Medical Service Contracts	<u>352,000</u>	
Subtotal Central Office		\$372,000

SFGH

Permanent Salaries - Misc.	\$29,095	
Mandatory Fringe Benefits	7,751	
Other Contractual Services	96,969	
Materials and Supplies	2,083	
Equipment Purchase	13,000	
Capital Projects - Additions to		
Methadone Clinic	<u>55,000</u>	
Subtotal SFGH		<u>203,898</u>
Total Supplemental Appropriation		\$575,898

Analysis:

At the end of the 1989-90 budget process, the Board of Supervisors, in conjunction with the Mayor's Office, established a reserve of \$700,000 for AIDS-related services, with details of the proposed uses of funds to be determined during the fiscal year. The Department of Public Health (DPH) and the Mayor's Office have since met with community groups to develop priorities. Based on the community's input and the criteria of funding services which serve the greatest number of individuals with the funds available, the DPH is proposing the following AIDS programs:

Expansion of Ward 86 Patient Care Services

Two new positions (1.0 FTE) and contractual services to expand existing HIV outpatient health care services for asymptomatic (showing no symptoms) HIV-positive individuals at SFGH Ward 86. The services would be expanded to provide an evening clinic three nights per week, four hours per evening. The University of California, San Francisco (UCSF) would provide the contractual services on a sole-source basis due to the unique nature of the services to be provided. The DPH estimates that the clinic will be able to serve approximately 75 additional patients with the additional hours.

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	<u>FTE</u>		
SFGH			
Permanent Salaries (part-time) - Misc.			
2736 Porter	0.5	\$4,731	
2908 Eligibility Worker	<u>0.5</u>	<u>6,122</u>	
Subtotal Salaries/FTE	1.0		\$10,853
Mandatory Fringe Benefits			<u>3,382</u>
Subtotal SFGH Ward 86			<u>\$14,235</u>
Other Contractual Services - UCSF			
Salaries	<u>FTE</u>		
Physician	0.6	\$13,750	
Nurse Practitioner	0.3	5,793	
Clinical Social Worker	0.5	6,250	
Phlebotomist (blood tester)	0.3	3,312	
Clinical Nurse II	0.3	5,310	
Principal Clerk	0.6	5,699	
Sr. Hospital Assistant	<u>0.6</u>	<u>6,091</u>	
Subtotal Salaries/FTE	3.2		46,205
Fringe Benefits			13,631
Security Services			
(\$25/hr. x 5 hrs./night x			
3 nights/wk. x 20.83 weeks)			7,813
Medical Supplies			<u>9,374</u>
Subtotal Other Contractual Services - UCSF			<u>\$77,023</u>
Total Expansion of Ward 86			\$91,258

Expansion of Ward 93 Primary Care Services

Contractual services, capital project, equipment and materials and supplies to expand existing primary care and prevention/intervention counselling for HIV-positive individuals served at the SFGH methadone clinic. Contractual services would be provided by UCSF on a sole-source basis due to the unique nature of the services. The capital project, which is a one-time cost, involves the renovation of Ward 93, including the construction of an examination room. The DPH reports that the Ward currently does not have a private examining room for primary care services. The DPH estimates that approximately 25 patients per week will be served with the additional funding.

Medical Service Contract - UCSF

Salaries

Nurse Practitioner	0.5	\$9,654	
Phlebotomist	0.2	2,208	
Clinical Nurse II	<u>0.2</u>	<u>3,540</u>	
Subtotal Salaries/FTE	0.9		\$15,402
Fringe Benefits			<u>4,544</u>
Subtotal Medical Service Contract - UCSF			\$19,946

Capital Project - Additions to Methadone Clinic \$55,000

Equipment

Treatment Table (2 @ \$4,277.50 ea.)	\$8,555	
Vital Signs Thermometer (1)	3,125	
Ophthalmoscope (1)	585	
Chair Scale (1)	<u>735</u>	
Subtotal Equipment		\$13,000

Materials and Supplies 2,083

Total Ward 93 \$90,029

Tenderloin HIV Prevention and Education Resource Center

Contractual services to partially fund the establishment of a new community-based resource center in the Tenderloin to educate residents of the Tenderloin about HIV infection and prevention and AIDS. The center will also provide space to train service providers and to coordinate existing HIV prevention and education services. The contractual services would be provided by the Genesis Church and Ecumenical Center.

Medical Service Contract \$100,000

Minority Social Service Advocacy

Expansion of existing advocacy services for at least two different ethnic minority communities. The DPH has not yet determined the contractor(s) for these services.

Medical Services Contract \$85,000

Mission Neighborhood Primary Care Services

Contractual services to provide early intervention primary care services at the Mission Neighborhood Health Center-HIV Early Intervention Center for HIV-positive individuals receiving outreach and counselling at the Center.

Medical Services Contract \$50,000

Gay and Bisexual Male Relapse Education

Contractual services to establish a prevention campaign to address safe sex behavior relapse among gay and bisexual men, including minority men. The DPH has not yet determined the contractor for these services.

Medical Services Contract \$50,000

Transportation Services

Contractual services to expand transportation support services for persons with AIDS who require assistance with medical visits. The DPH proposes to contract with the Shanti Project, who would augment their existing van service with one van and one driver. The Shanti Project currently has two vans.

Medical Service Contract \$25,000

Social Services for HIV-Infected Adolescents

One new position (1.0 FTE) to provide social services, case management and outreach to HIV-infected youth and to train other health care providers. These services would be based at SFGH, but would be linked with community-based sites such as Larkin Street Youth Center.

SFGH

Permanent Salaries - Misc.

2920 Medical Social Worker 1.0 \$18,242

Mandatory Fringe Benefits 4,369

Total Salaries/FTE 1.0 \$22,611

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Chronic Fatigue Syndrome

One-time costs for contractual services to provide education, information and referral services to City Clinics, physicians and community agencies on chronic fatigue syndrome. The DPH proposes to contract with the Chronic Fatigue Syndrome Foundation.

Medical Service Contract \$20,000

Community-based Treatment Trials

Contractual services to assist individuals select and enroll in appropriate community-based treatment trials. The DPH has not yet determined the contractor for these services.

Medical Service Contract \$16,000

Laboratory Services

Laboratory testing assistance to community-based clinics, and possibly DPH clinics, who provide health care to HIV-infected individuals. The DPH has not yet established the mechanism for funding individual clinics.

Medical Service Contract \$16,000

School Speakers Bureau

Contractual services to create a speakers bureau for schools. The Bureau would speak with adolescents about gay and lesbian issues, including health issues and AIDS. The DPH proposes to contract with Community United Against Violence.

Medical Service Contract \$10,000

Total Supplemental Appropriation \$575,898

Comments:

1. As noted above, the DPH has not yet determined the contractors for three of the proposed projects, which the DPH intends to put out for bid. In addition, the DPH has not yet established the funding mechanism for Laboratory Services. Funding for these four projects, totalling \$167,000 under Medical Service Contracts, should be reserved pending submission by DPH to the Finance Committee of details regarding the proposed contractors and funding mechanism, as follows:

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<u>Medical Service Contracts</u>	<u>Funding to be Reserved</u>
Minority Social Service Advocacy	\$85,000
Gay and Bisexual Male Relapse Education	50,000
Community-based Treatment Trials	16,000
Laboratory Services	<u>16,000</u>
Total Medical Service Contracts to be Reserved	\$167,000

2. The DPH has estimated that the expansion of Ward 86 at SFGH could generate approximately \$94,257 in patient revenues in FY 1989-90, which the DPH had intended to use to finance a portion of this proposed AIDS program request. However, Mr. John Madden of the Controller's Office indicates that any revenues generated by the AIDS program could be expected to be used towards meeting the SFGH's projected hospital revenues in FY 1989-90.

3. The DPH has proposed funding the 2920 Medical Social Worker for Social Services for HIV-Infected Adolescents for the period from January 15, 1990 through June 30, 1990. Funding for this position should be reduced by \$2,363 from \$18,242 to \$15,879 to provide salaries for 10.7 biweekly pay periods from February 1, 1990 through June 30, 1990, and funding for retirement should be reduced by \$129 from \$4,056 to \$3,927, for a total savings of \$2,492.

4. The two treatment tables for the Expansion of Ward 93 have been budgeted at \$4,277.50 each. However, the DPH reports that the cost of each table is \$3,138.75. Therefore, Equipment Purchase should be reduced by \$2,277 from \$13,000 to \$10,723.

5. In response to inquiries by the Budget Analyst, Mr. Michael Bala of the AIDS Office indicates that the three proposed positions have been budgeted at Step 3 because staff with higher skill levels are needed to work with the particular population of HIV-positive patients.

6. The proposed Supplemental Appropriation Ordinance, page 2, line 23, shows the Classification for the Medical Social Worker as a 2920 "C", which is a part-time position. The Classification is a clerical error, and should be a 2920 "A", for a full-time position.

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Recommendations: a) Approve the proposed amendment to the Annual Salary Ordinance (File 102-89-30).

b) Based on Comments 1-4, amend the proposed Supplemental Appropriation Ordinance to reduce the funding by \$4,769 from \$575,898 to \$571,129, and reserve \$167,000 of the \$352,000 for Medical Service Contracts (see Comment No. 1, above, and asterisk, below), as follows:

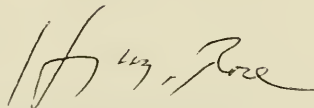
	Requested Supplemental <u>Funding</u>	Recommended Supplemental <u>Funding</u>	<u>Savings</u>
<u>Central Office</u>			
- Administration			
- Other Contractual Services	\$20,000	\$20,000	\$0
- AIDS			
Medical Service Contracts	<u>352,000</u>	<u>352,000</u> *	<u>0</u>
Subtotal Central Office	\$372,000	\$372,000	\$0
<u>SFGH</u>			
Permanent Salaries - Misc.	\$29,095	\$26,732	\$2,363
Retirement	4,056	3,927	129
Social Security	2,068	2,068	0
Health Service	1,573	1,573	0
Unemployment Insurance	54	54	0
Other Contractual Services	96,969	96,969	0
Materials and Supplies	2,083	2,083	0
Equipment Purchase	13,000	10,723	2,277
Capital Projects - Additions to Methadone Clinic	<u>55,000</u>	<u>55,000</u>	<u>0</u>
	Requested Supplemental <u>Funding</u>	Recommended Supplemental <u>Funding</u>	<u>Savings</u>
Subtotal SFGH	<u>\$203,898</u>	<u>\$199,129</u>	<u>\$4,769</u>
Total Supplemental Appropriation	\$575,898	\$571,129	\$4,769

c). Amend page 2, line 23 of the proposed Supplemental Appropriation Ordinance (File 101-89-75) to change the 2920 C Classification to a 2920 A, as noted in Comment 6, above, and approve as amended.

Memo to Finance Committee
January 17, 1990

Items 17 through 21 - Files - Various

The proposed ordinances authorizing settlements of litigation are legal matters under the responsibility of the City Attorney's Office. The Budget Analyst does not normally review and report on such items.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Ward
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Nelder
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

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CALENDAR
MEETING OF
FINANCE COMMITTEE

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Board of Supervisors
City and County of San Francisco

WEDNESDAY JANUARY 24, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, WARD, HALLINAN

ACTING CLERK: BARBARA STAVRO-TAYLOR

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 282-89-1. To consider a uniform policy for imposition of user fees by all City agencies and departments. (Supervisor Gonzalez)
(Cont'd from 1/3/90)

ACTION: CONTINUED TO FEBRUARY 14, 1990 MEETING (at author's request).

2. File 106-89-4. To consider the submission of a plan from Civil Service Commission regarding examination and classification functions. (Supervisor Walker)
(Cont'd from 1/10/90)

ACTION: HEARING HELD. CONTINUED TO FEBRUARY 7, 1990 MEETING.

3. File 100-89-1.6. To consider release of reserved funds, Police Department, in the amount of \$196,000, for promotional examinations for Assistant Inspector and Sergeant. (Police Dept.)
(Cont'd from 1/17/90)

ACTION: RELEASE OF \$196,000 APPROVED. FILED.

4. File 28-89-26. [Emergency Work] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the sewer on Jefferson Street, Baker to Broderick Streets. (Dept. Public Works)

ACTION: RECOMMENDED.

5. File 101-89-73. [Government Funding] Ordinance appropriating \$419,873, Mayor's Office, for permanent salaries and related mandatory fringe benefits, temporary salaries, other contractual services, materials and supplies, telephone, services of other departments - City Mail Services and services of other departments - Reproduction, for the creation of two (2) positions, 9782A Assistant to the Mayor I and 9784A Assistant to the Mayor II. (Controller) RO #9181 (COMPANION TO THE FOLLOWING FILE)

ACTION: AMENDED. RECOMMENDED AS AMENDED. Increase appropriation to \$425,323 and change classifications to 9782L Assistant to the Mayor I and 9784L Assistant to the Mayor II.

6. File 102-89-30. [Public Employment] Ordinance amending Annual Salary Ordinance 1989-90, Mayor's Office, reflecting the addition of two (2) positions; (Classifications 9782A Assistant to Mayor I and 9784A Assistant to Mayor II). (Civil Service Commission) (COMPANION TO THE PRECEDING FILE)

ACTION: AMENDED. RECOMMENDED AS AMENDED. Change classifications to 9782L Assistant to Mayor I and 9784L Assistant to Mayor II.

7. File 101-89-8.1. To consider release of reserved funds, Adult Probation Department, in the amount of \$36,588 for overtime. (Adult Probation Dept.)

ACTION: RELEASE OF \$36,588 APPROVED. FILED.

8. File 101-89-74. [Government Funding] Ordinance appropriating \$52,059, Juvenile Court, for permanent salaries - miscellaneous and related mandatory fringe benefits and rescinding \$52,059 for permanent salaries - miscellaneous and related mandatory fringe benefits, for the creation of one (1) position A020N Chief Juvenile Probation Officer. (Controller) RO #9184 (COMPANION TO THE FOLLOWING FILE)

ACTION: AMENDED. RECOMMENDED AS AMENDED. Change title to read: "for the creation of one (1) temporary position A020T Chief Juvenile Probation Officer".

9. File 102-89-32. [Public Employment] Ordinance amending Annual Salary Ordinance 1989-90, Juvenile Court, reflecting the addition of one (1) new position (Classification A020 Chief Juvenile Probation Officer). (Civil Service Commission) (COMPANION TO THE PRECEDING FILE)

ACTION: AMENDED. RECOMMENDED AS AMENDED. Change title to read: "reflecting the addition of one (1) temporary position".

10. File 97-90-1. [Settlement of Claims] Ordinance amending the San Francisco Administrative Code by amending Section 10.21 thereof to permit the City Attorney or a staff member designated by the City Attorney to settle unlitigated claims of under \$5,000 without the approval of the head of the department or the Board or Commission in charge of the department. (City Attorney)

ACTION: HEARING HELD. CONTINUED TO FEBRUARY 7, 1990 MEETING.

11. File 97-90-2. [Revolving Fund] Ordinance amending the San Francisco Administrative Code by adding Sections 10.20-9 and 10.136-1 thereto to authorize the City Attorney or a staff member designated by the City Attorney to settle and pay claims, judgments and demands made prior to presentment as claims that do not exceed \$5,000 and to establish a revolving fund. (City Attorney)

ACTION: HEARING HELD. CONTINUED TO FEBRUARY 7, 1990 MEETING.

12. File 101-89-77. [Government Funding] Ordinance appropriating \$175,000, City Attorney, for Claims and Judgments Revolving Fund. (Controller) RO #9189

ACTION: HEARING HELD. CONTINUED TO FEBRUARY 7, 1990 MEETING.

13. File 101-89-76. [Government Funding] Ordinance appropriating \$3,000,000, Fire Department, for extended work week and rescinding \$3,000,000 from permanent salaries - uniform and related mandatory fringe benefits. (Controller) RO #9183

ACTION: RECOMMENDED.

14. File 100-89-1.7. To consider release of reserved funds, Office of the Public Defender, in the amount of \$9,435, for upgrading two (2) positions from Principal Attorney to Head Trial Attorneys. (Public Defender)

ACTION: RELEASE OF \$9,435 APPROVED. FILED.

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0
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

January 24, 1990

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst

JAN 25 1990

SUBJECT: January 24, 1990 Finance Committee Meeting

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Item 1 - File 282-89-1

1. This item is a hearing to consider a uniform policy for the imposition of user fees by all City agencies and departments.

2. The author has advised the Budget Analyst's Office that, as of the writing of this report, he has not developed any general guidelines that would provide the framework to hear testimony at this time on a uniform policy for the imposition of user fees.

3. The author has indicated that he will request the Finance Committee to continue this item until February 14, 1990 so that he can complete his review of proposed guidelines for the subject material.

Recommendation

Continue the proposed hearing to February 14, 1990 as requested by the author.

Item 2 - File 106-89-4

Note: This item was continued at the January 10, 1990 Finance Committee meeting.

1. This is a hearing to consider the submission of a report from the Civil Service Commission regarding examination and classification functions.

2. At the July 12, 1989 Finance Committee meeting, the Finance Committee requested that the Civil Service Commission work with the Mayor's Office, the Controller and the CAO to develop a plan for examination and classification functions.

3. The Civil Service Commission submitted a report to the Finance Committee on November 14, 1989 addressing the personnel problems related to the backlog in the Civil Service Examination and Classification Programs. The report included a survey of all City department heads to collect information concerning vacant positions, eligibility lists that are due to expire, priorities for developing and administering exams, etc. On December 7, 1989 the Civil Service Commission submitted a Civil Service Management Action Plan outlining a multi-year program to implement the recommendations contained in the original report.

4. The report submitted by the Civil Service Commission identified a number of problems affecting personnel management activities throughout the City and County. A partial list of these problems as reported by the Civil Service Commission includes:

- 1) The classification system is seriously out-of-date, and, in too many cases, does not reflect current work assignments.
- 2) The present classification structure requires a large number of exams.
- 3) The present staffing level in the Examination Unit has been insufficient to produce the exams needed to maintain current eligible lists.
- 4) Present examination procedures do not give significant consideration to actual job performance, either in setting eligibility to take exams or in ranking on eligibility lists.

5. The Civil Service Management Action Plan proposes a number of steps to solve the identified problems. These steps include conducting a multi-phase Classification Study, the hiring of eight additional staff for the Classification Unit, the hiring of 20 additional examination analysts and a study by the Civil Service Commission on possible changes in the personnel provisions of the Charter. The cost of the plan in Fiscal Year 1989-90 is estimated to be \$1,177,149. The total estimated cost of the plan from Fiscal Year 1989-90 through Fiscal Year 1997-98 is \$18,304,915. The average cost for the program per year would be approximately \$2,033,900. A summary of the Civil Service Management Action Plan is attached.

Comments

1. The Budget Analyst notes that in its present form the Civil Service Management Action Plan would represent a substantial increase in the budget and personnel of the Civil Service Commission. The staff of the Examination Unit would increase 63 percent from the current level of 41 FTEs to 67 FTEs. The staff of the Classification Unit would almost double from 8.2 FTEs to 16.2 FTEs. The average cost of this proposal is \$2,033,900 per year over the 9-year period of the proposal. If the average per year cost of \$2,033,900 is added to the current \$6,514,758 Fiscal Year 1989-90 budget of the Civil Service Commission, the total budget would be \$8,548,658. This would represent a 31.2 percent increase over the current Fiscal Year 1989-90 budget.

2. Civil Service Commission staff indicate that it is difficult to calculate the amount of any financial savings that would accrue to the City through the implementation of the Civil Service Management Action Plan. Mr. Al Walker notes that there could be some reduction in costs in that a streamlined and up-to-date Civil Service system would result in fewer lawsuits and grievances being brought against the City.

3. The proposed Classification Study would correct the problem of employees working out of class, realign salaries based upon more objective factors and provide accurate data for pay equity purposes. This could either increase or decrease the City's personnel costs. For those relatively small number of employees in "A" classes (employees in positions that have not yet been formally classified but which have been funded) the result of the Classification Study could be that these employees should be in lower classes and the City would get a savings in personnel costs. However, one of the results of the Classification Study could be that a far larger number of employees are determined to be underpaid and this would result in much higher personnel costs for the City.

4. Another result of the proposed Classification Study could be the consolidation of a large number of classes. If the number of classes were reduced (there are currently 1,648 classifications subject to examination in the City), then the Civil Service Commission would have to administer fewer examinations. This should eventually lead to some cost savings for the City.

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5. The implementation of the Civil Service Commission Action Plan would lead to a reduction in the number of provisional employees (unless the employee was a permanent employee in another class). The City does not pay retirement benefits for provisional employees and only pays Health Insurance after six months of employment. A reduction in the number of provisional employees and a corresponding increase in permanent employees would result in higher personnel costs for the City because the City would then have to pay retirement benefits and provide Health Insurance for an employees after the first six months.

6. Ms. Dorothy Yee of Civil Service reports that there have been 1,121 temporary personnel appointments made since July 1, 1989 due to the absence of a Civil Service eligible list from which to draw candidates. Ms. Yee states that these appointments are not just for positions authorized in Fiscal Year 1989-90 but include positions that were authorized in previous years. The Civil Service Commission was unable to provide a breakdown for the number of temporary employees hired to date of the 1,208 authorized new positions in the Fiscal Year 1989-90 Budget.

7. Any cost increases in the Civil Service budget, which may ultimately be approved by the Mayor and submitted to the Board of Supervisors, would be analyzed in detail by the Budget Analyst.

CIVIL SERVICE COMMISSION MANAGEMENT ACTION PLAN EXECUTIVE SUMMARY

TABLE II

PROGRAM	START-UP (1989-90)	PHASE 1 (1990-91)	PHASE 2 (1991-92)	PHASE 3 (1992-93)	PHASE 4 (1993-94)	PHASE 5 (1994-95)	PHASE 6 (1995-96)	PHASE 7 (1996-97)	PHASE 8 (1997-98)
CLASS	Review of CSC Rules — Class Rule — Status Rule — Layoff Rule Recruit, Select, & Train new Staff Class RFP & Select Contractor	Occupation Series — Data Processing — Accounting — Executive & Admin — Executive Secy — Revenue — Engineering & Rel — Planning (3762 positions)	Occupation Series — Secretarial — Clerical — Office Related — Purchasing — Food Service — Housekeeping (5822 positions)	Occupation Series Health Services: — Hospital — Medical — Nursing — Laboratory — Therapy — Public Health — Inspection (3980 positions)	Occupation Series — Municipal Railway — Airport — Port — Labor & Trades — Gardening (6259 positions)	Occupation Series — Soc. & Human Svc — Recreational — Cultural — Instructional Aides — Librarians — Legal, Protect. & Detention (5358 positions)	Full Cyclical Maintenance	Full Cyclical Maintenance	Full Cyclical Maintenance
EXAMS	Recruit, Select, & Train New Staff								
MAINT	Catch-up (90 Exams) Ongoing 166 Exams	Catch-up Ongoing 175 Exams	Yr 1 Class Study (200 Exams) Ongoing 175 Exams	Yr 2 Class Study (200 Exams) Ongoing 175 Exams	Yr 3 Class Study (200 Exams) Ongoing 175 Exams	Yr 4 Class Study (200 Exams) Ongoing 175 Exams	Yr 5 Class Study (200 Exams) Ongoing 175 Exams	Full Cyclical Maintenance 250 Exams Phase 1, 3 & 5 Classes	Full Cyclical Maintenance 250 Exams Phase 1, 3 & 5 Classes
ADDITIONAL RESOURCES	26 FTE \$659,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	13 FTE \$659,430	13 FTE \$659,430
EXAM: Staff									
Contract Svc	\$164,201	\$108,050	\$108,050	\$108,050	\$108,050	\$108,050	\$108,050	\$88,175	\$88,175
SUPPORT	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE
CLASS: #	26 FTE	26 FTE	26 FTE	26 FTE	26 FTE	26 FTE	26 FTE	26 FTE	26 FTE
Staff	\$249,503	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006
Contact Svc	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Support	\$104,015	\$88,641	\$88,641	\$88,641	\$88,641	\$88,641	\$88,641	\$46,141	\$46,141
TOTAL:	\$1,177,149	\$2,414,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,071,627	\$1,292,752	\$1,292,752

** includes one time only costs.

Item 3 - File 100-89-1.6

Note: This item was continued at the January 17, 1990, Finance Committee meeting.

Department: Police Department, Consent Decree Office

Item: Release of reserve on funds appropriated in the 1989-90 budget for promotional examinations for Q35 Assistant Inspector and Q50 Sergeant positions.

Amount: \$196,000

Description: In setting the 1989-90 annual budget for the Police Department's Consent Decree Office, \$196,000 was appropriated for the development and administration of promotional examinations but reserved pending a report from the Consent Decree Office concerning the amount of 1988-89 carryover funds available. When the 1989-90 budget was considered by the Board of Supervisors, only \$2,773 of the \$396,000 1988-89 appropriation for developing and administering promotional examinations had been spent, leaving a balance of \$393,227.

The Police Department reports the following expenditures since the 1989-90 budget was considered in June 1989:

Examination Development Costs -
paid to consultant, Personnel
Decisions, Inc.

June, 1989, billing	\$28,000	
August, 1989, billing	43,000	
December, 1989, billing	<u>78,000</u>	
		\$149,000

Examination Administration Costs

Round trip travel for raters (oral board members) from all over the United States, including approximately 110 raters for the Q35 Assistant Inspector exam and approximately 80 raters for the Q50 Sergeant exam (average travel cost was \$468 per rater).

89,000

Per diem expenses of 190 raters (average per diem of \$35 per day)

50,000

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San Francisco Hotel accommodations for raters and for examination rooms.		
Holiday Inn	\$146,000	
Parc Fifty Five Hotel	<u>121,000</u>	\$267,000
Examination proctors obtained through Civil Service Department (240 proctors at \$371 per proctor)		<u>89,000</u>
Total Examination Development and Administration Costs since May, 1989		\$644,000
Less 1988-89 Budget Carryover Funds		<u>393,227</u>
Net Costs Chargeable to 1989-90 Budget		\$250,773

Release of the reserve on the 1989-90 annual budget appropriation of \$196,000 is justified because the amount (\$250,773) spent on examination activities chargeable to the 1989-90 budget exceeds the amount (\$196,000) budgeted for 1989-90 and reserved. Additionally, the Police Department reports that two Supplemental Appropriation requests totalling \$357,000 are currently being processed to pay for the remaining \$54,773 in costs to date (\$250,773 less \$196,000) that exceed the 1989-90 budget of \$196,000 and additional costs yet to be incurred in the balance of the 1989-90 fiscal year.

Recommendation:

Release the reserve on funds for promotional examinations in the amount of \$196,000.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 4 - File 28-89-26

Department: Department of Public Works (DPW)
Clean Water Program

Item: Emergency Resolution. Section 56.30 of the Administrative Code states that approval by the Board of Supervisors is to be obtained for emergency expenditures in excess of \$25,000.

Amount: \$146,930

Source of Funds: Clean Water Program Operating Fund

Description: The Director of DPW has determined that an emergency has occurred involving City-owned facilities. The sewer along Jefferson Street, from Baker to Broderick Streets has been damaged by the earthquake. According to DPW, the 75-year old existing sewer has cracks and is crushed in some sections. The DPW estimates that the repair work, which is necessary to protect the health and welfare of San Francisco residents, will cost approximately \$146,930.

Contract Procedure: Due to the urgent nature of the required sewer repairs, the DPW has used an expedited contract procedure, as permitted under Section 6.30 of the Administrative Code. According to Mr. Harold Coffee of DPW, DPW requested bids from 18 contractors, eight of whom submitted bids. Mr. Coffee reports that the bids were received by November 21, 1989.

Contract Award: According to Mr. Coffee, Harty Pipeline, a local business enterprise, was selected based on the lowest bid of \$110,300. Mr. Coffee states that Harty Pipelines was given the notice to proceed on December 6, 1989, and has since completed the work.

Comments:

1. Mr. Coffee reports that the project budget is as follows:

Construction (Harty Pipeline)	\$110,300
Contingency (10 percent)	11,030
Design and Inspection (DPW In-House)	<u>25,600</u>
Total	\$146,930
2. Harty Pipeline is neither a minority nor a woman business enterprise.

Recommendation: Approve the proposed emergency resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 5 and 6 - Files 101-89-73 and 102-89-30

Department: Mayor's Office

Items: Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits, temporary salaries, other contractual services, materials and supplies, and other operating expenses for the creation of two positions (File 101-89-73).

Annual Salary Ordinance amendment reflecting the addition of two positions (File 102-89-30).

Amount: \$419,873

Source of Funds: General Fund - In-School Youth Employment Reserve established in the 1989-90 Budget.

Description: The proposed amendment to the 1989-90 Annual Salary Ordinance (File 102-89-30) would create two positions. The proposed amendments, which will be reviewed at a future meeting of the Civil Service Commission, are as follows:

<u>Action</u>	<u>No.</u>	<u>Classification</u>	1989-90 Biweekly <u>Salary</u>	Top Step Annual <u>Salary</u>
<u>Mayor's Office</u>				
Add	1	9784 Assistant to Mayor II	\$1,544-\$1,544	\$40,144
Add	1	9782 Assistant to Mayor I	\$1,292-\$1,356	\$35,256

At the top step, the two positions to be added would cost \$75,400 in annual salary costs.

The proposed Supplemental Appropriation Ordinance (File 101-89-73) would appropriate \$419,873 for permanent salaries and mandatory fringe benefits, temporary salaries, other contractual services, materials and supplies and other operating expenses for the creation of two positions for the period from February 3, 1990 through June 30, 1990, as follows:

Permanent Salaries	\$29,778
Mandatory Fringe Benefits	431
Temporary Salaries (Wages paid to youths)	275,944
Other Contractual Services	104,670
Telephone	250
Materials and Supplies	5,700
Services of Other Departments	3,100
Total	<u>\$419,873</u>

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Comments:

1. During the 1989-90 budget process, the Board of Supervisors, in conjunction with the Mayor's Office, established a reserve of \$750,000 for an In-School Youth Employment Program with details of the proposed uses of funds to be determined during the fiscal year. The Mayor's Office is now submitting this supplemental appropriation to establish the Mayor's Youth Employment and Education Program. The Youth Employment and Education Program would provide paid afterschool work experience and work education opportunities for 400 low and moderate income youth, ages 14-18, as an incentive to be productive in school. Youths would be paid \$4.25 per hour and would be trained for one month and then receive supervised paid on-the-job training work experience placements. Ten nonprofit community groups would be contracted to recruit and train the youths. Placement of the students would be in both the private sector and in City Departments.

The Mayor's Office is proposing under this legislation to add two additional positions to coordinate this program and to handle the payroll for the students.

2. The \$4.25 wage paid to the youth represents the State minimum wage. The youths would become temporary City employees. As mentioned above, the Mayor's Office would manage the payroll for the youths. The total salaries paid to the youths would be \$275,944 (400 youths x \$4.25/hr. x 10 hrs./week x 16 weeks + 1.45 percent Medicare Tax).

3. The proposed Youth Employment Program would contract with ten nonprofit community groups located in the different neighborhoods of the City. Each group would be responsible for the recruitment and training of approximately 40 youths. The City would provide funding in the amount of \$10,670, for the period February to June 1990, (\$19,206 for the 9-month school year) to each community group for the hiring of a youth employment educator. According to Mr. Keith Choy of the Mayor's Office, these ten organizations have not yet been chosen. Mr. Choy states that a Request for Proposal (RFP) would be sent to community organizations within the City if the proposed Supplemental Appropriation is approved by the Board of Supervisors.

4. The proposed Supplemental Appropriation would provide for the hiring of two additional staff in the Mayor's Office to administer the Youth Employment Program. Mr. Choy states that current staff in the Mayor's Office are not sufficient to manage the Youth Employment Program and that the additional staffing is necessary. During the months that the Youth Employment Program is not in operation (June through September), Mr. Choy states that these employees would improve coordination among the City's existing youth employment programs, evaluate the Youth Employment Program and design future employment programs.

5. The Mayor's Office operated a similar In-School Youth Program from 1982-87. An evaluation of the costs for that Program by the Budget Analyst revealed that the average cost per youth participant per week was \$69.60 and that participant wages were 50.8 percent of the total costs. The balance of 49.2 percent was expended on operating expenses and contractual services. For the proposed program, the estimated per youth participant per week cost is \$66.45 and participant wages would be 64.8 percent of the costs with the balance of 35.2 percent to be expended on operating expenses and contractual services. The Budget Analyst has also compared the costs for purchase of materials, photocopies, phone and postage for the previous and proposed Programs and has found that the estimates for the proposed Program is reasonable.

Recommendation: The proposed Supplemental Appropriation Ordinance (File 101-89-73) and the proposed amendment to the Annual Salary Ordinance (File 102-89-30) are policy matters for the Board of Supervisors.

Item 7 - File 101-89-8.1

Department: Adult Probation

Item: Release of reserve

Amount: \$36,588

Description: State Law requires the Investigations Division of the Adult Probation Department to complete Presentence Reports on convicted offenders. The State Law requires that the Presentence Reports must be completed within 28 days of being ordered by the courts.

According to Ms. Kathryn Hile, of the Adult Probation Department, each Presentence Report requires eight hours to complete at a cost of approximately \$191, based on the average salaries and fringe benefits of the 23 Probation Officers in the Investigations Division, or \$287 at overtime rates ($\191×1.5). Each Probation Officer completes an average of 20 reports each month (the completion of 20 reports is the monthly standard workload). The entire Investigations Division could complete a total of 460 Presentence Reports per month (23 Probation Officers \times 20 reports per month) if none of the Probation Officers are absent.

In July, 1989, the Board of Supervisors appropriated \$49,098 in supplemental funding for overtime but reserved \$36,588 pending documentation by Adult Probation of the need for additional overtime funding beyond August 1, 1989.

In December, 1989, the Investigations Division was understaffed because, of the 23 Probation Officers, 2.35 FTE (Full Time Equivalent) Probation Officers were on vacation or sick leave, 1.0 FTE officer was vacant, 1.5 FTE officers were assigned to other duties and 1.25 FTE officers were in training, leaving only 16.9 officers to complete the Presentence Reports. The number of Probation Officers assigned to work on Presentence Reports, the number actually on duty preparing such reports and the number of reports ordered by the courts for July, 1988, through December, 1989 (18 months), are as follows:

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<u>Month</u>	<u>Assigned Officers</u>	<u>Officers on Duty</u>	<u>Standard Workload*</u>	<u>Presentence Reports Ordered by Courts</u>	<u>Number of Reports Ordered Which Exceed the Standard</u>
<u>1988</u>					
July	22	15.0	300	372	72
August	22	15.5	310	480	170
September	22	15.5	310	428	118
October	23	15.0	300	375	75
November	23	18.0	360	386	26
December	23	17.4	348	423	75
<u>1989</u>					
January	23	16.5	330	421	91
February	23	17.5	350	334	(16)
March	23	17.0	340	493	153
April	23	16.0	320	374	54
May	23	15.0	300	410	110
June	23	13.0	260	427	167
July	23	16.5	330	347	17
August	23	15.0	300	396	96
September	23	18.3	366	407	41
October	23	18.2	364	394	30
November	23	18.0	360	343	(17)
December	<u>23</u>	<u>16.9</u>	<u>338</u>	<u>351</u>	<u>13</u>
Totals	<u>-</u>	<u>-</u>	<u>5,886</u>	<u>7,161</u>	<u>1,275</u>
Average	22.8	16.4	327	398	71

*Officers on duty multiplied by 20 (average monthly Presentence Report Completion standard).

The table above shows that in the last 18 months, the number of Presentence Reports ordered by the courts has exceeded the Investigations Division's ability to complete such reports in 16 months, based on the number of Probation Officers available and working at the standard rate. The lack of a pattern in the number of Presentence Reports ordered by the courts (next to last column) indicates the unpredictably the Investigations Division must deal with.

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In order to complete all Presentence Reports ordered by the courts in a timely manner, the Investigations Division has had to work either in excess of Presentence Report Completion standard (20 reports per officer per month) or work overtime. However, lacking an unreserved overtime budget, Probation Officers have not yet been paid for the overtime they have worked. The Investigations Division worked overtime in December, 1989, valued at \$5,395, which has not yet been paid to the Probation Officers. No overtime was accrued in September or October because Probation Officers worked in excess of the workload standard.

The Adult Probation Department is requesting that the full amount reserved (\$36,588) be released in order to pay for overtime incurred in December (\$5,395) and to allow for the payment for future overtime when it is performed without requiring Board of Supervisors action each time overtime is used.

Recommendation: Release \$5,395 for overtime incurred in December, 1989, and continue to reserve \$31,193.

Items 8 and 9 - Files 101-89-74 and 102-89-32

Department: Juvenile Court

Items: Ordinance to amend the Annual Salary Ordinance to create one new temporary position (File 102-89-32)

Supplemental Appropriation Ordinance to reappropriate funding for the new temporary position (File 101-89-74)

Amount:	Permanent Salaries - Misc.	\$41,520
	Mandatory Fringe Benefits	<u>10,539</u>
	Total Reappropriation	\$52,059

Source of Funds: Reappropriation of Permanent Salaries and Mandatory Fringe Benefits in the Juvenile Court's 1989-90 Budget.

Description: The proposed amendment of the Annual Salary Ordinance (File 102-89-32) would create one new temporary position to be classified at a future meeting of the Civil Service Commission as follows:

	<u>Biweekly Salary</u>	<u>Top Step Annual</u>
A020 Chief Probation Officer	\$3,460-3,815	\$99,190

The proposed Supplemental Appropriation Ordinance (File 101-89-74) would fund the new temporary position by deleting the balance budgeted for the existing permanent 8418 - Chief Probation Officer position that became vacant on January 15, 1990, and from other salary savings, as follows:

89/90 Budget for existing	
8418-Chief Probation Officer position	\$73,920
Paid to resigning 8418 Chief Probation Officer from 7/1/89 through 1/15/90	<u>39,802</u>
Balance budgeted for 8418-Chief Probation Officer position in 89/90	\$34,118
Other Salary Savings	<u>7,402</u>
Total Salary Funding Reappropriation	\$41,520

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The reappropriation of Mandatory Fringe Benefits would come from savings corresponding to the Salary Savings identified above.

The proposed reappropriation of the remaining balance budgeted for the permanent 8418-Chief Probation Officer position would leave that position with "zero" funding for the balance of fiscal year 1989-90 but the position would remain in the Juvenile Court's budget in subsequent years because the newly created temporary position will expire on June 30, 1989. Civil Service advised the Juvenile Court that a temporary position must be created for the balance of the current fiscal year in order to effect an increase in salary for the Chief Probation Officer.

The proposed \$41,520 reappropriation would provide funding for the proposed new A020-Chief Probation Officer position for 12 biweekly pay periods from January 16, through June 30, 1990.

Comments:

1. The Mayor's Office has assured the Budget Analyst that the temporary position to be created will not be included in the Juvenile Court's 1990-91 budget.

2. In interviewing potential replacements for the resigning Chief Probation Officer, the person selected as the first choice asked for a minimum annual salary of \$100,000 (approximately \$17,000 more than the top step of the existing position). After the first choice person declined to be considered further, the person selected as the second choice requested a minimum of \$90,000. In order to get this second choice person, the proposed ordinances are necessary to increase the Chief Probation Officer's salary (temporarily) until Civil Service and the Department can effect a permanent salary increase in the 1990-91 budget.

3. The proposed ordinance to amend the Annual Salary Ordinance (File 102-89-32) to create the new, temporary position, has an "N" designator between the position classification number (A020) and the position classification title (Chief Probation Officer). An "N" designates that the position is a regular permanent position. The "N" needs to be changed to a "T" to indicate that the new position is temporary.

Recommendations: 1. Amend the proposed ordinance (File 102-89-32) to amend the Annual Salary Ordinance to change the position classification designator from "N" to "T" to properly indicate a temporary position.

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2. Amend the proposed ordinance (File 102-89-32) to stipulate that the A020 Chief Probation Officer position to be created is temporary and will expire on June 30, 1990.
3. Approve the proposed ordinance (File 102-89-32) as amended by recommendations one and two, above.
4. Approve the proposed Supplemental Appropriation (File 101-89-74).

Items 10, 11 and 12 - Files 97-90-1, 97-90-2 and 101-89-77

Department: City Attorney

Items: Ordinance (File 97-90-1) to amend Section 10.21 of the San Francisco Administrative Code to permit the City Attorney or a staff member designated by the City Attorney to settle unlitigated claims of under \$5,000 without the approval of the head of the Department or the Board or Commission in charge of the Department.

Ordinance (File 97-90-2) to add Sections 10.20-9 and 10.136-1 to the San Francisco Administrative Code to authorize the City Attorney or a staff member designated by the City Attorney to settle and pay claims, judgments of litigated claims and demands made prior to presenting as claims that do not exceed \$5,000 and to establish a revolving fund.

Supplemental Appropriation Ordinance (File 101-89-77) to reappropriate \$175,000 for a new Claims and Judgement Revolving Fund.

Amount: \$175,000

Source of Funds: Controller's Claims and Judgment Account

Description: The proposed ordinances (Files 97-90-1 and 97-90-2) would amend Section 10.21 and add Sections 10.20-9 and 10.136-1 to the San Francisco Administrative Code to simplify the approval of settlement of unlitigated claims under \$5,000, create a cash revolving fund entitled Claims and Judgment Revolving Fund, and authorize payment of claims, judgments or demands under \$5,000 from the revolving fund. Funding for the Claims and Judgment Revolving Fund is being requested in a companion supplemental appropriation ordinance (File 101-89-77).

Amendments to Section 10.21 would permit processing settlements without approval of the department head, board or commission. Instead the settlement would be approved by the City Attorney or by a designee and paid from a cash revolving fund without Controller certification, since funds in a revolving fund do not require such certification. The proposed amendment to Section 10.21 would remain in effect for one year from the date of adoption, and would be repealed as of that date if new legislation to continue the amendment were not separately approved.

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Attorney or a person designated by the City Attorney from the newly created Cash Revolving Fund under Section 10.136-1. Claims, judgments and demands include both litigated and unlitigated claims and matters before small claims court.

Litigated and unlitigated claims processed during 1989 by the City Attorney and various City Departments with the major bulk of claims (Recreation and Park, Public Works, Police, Fire, Sheriff and Public Health) were as follows:

Processed Litigated Claims Under \$5,000

	Number of Claims	Total Cost
January - March, 1989	21	\$54,741
April - June, 1989	17	36,474
July - September, 1989	17	43,332
October - December, 1989	<u>7</u>	<u>14,250</u>
Total Litigated Claims	62	\$148,797

Processed Unlitigated Claims Under \$5,000

January - March, 1989	615	\$216,427
April - June, 1989	240	104,062
July - September, 1989	563	331,279
October - December, 1989	<u>327</u>	<u>194,203</u>
Total Litigated Claims	1,745	\$845,971

The newly proposed Section 10.136-1 would establish a Cash Revolving Fund - Bureau of Claims of the Office of the City Attorney in the amount of \$175,000.

Comments:

1. Proposition A, approved by the voters on June 3, 1986 established a Bureau of Claims Investigation in the City Attorney's Office and authorized by ordinance the establishment of a revolving fund to settle demands against the City.
2. According to Mr. Ray King of the City Attorney's Bureau of Claims, claims under \$5,000 are taking up to seven months to obtain approvals and complete their payment process in the Controller's Office. Presently, claims are reviewed by the City Attorney at three separate stages, and by the Department involved at two separate stages before authorizing the Controller to pay the claim.
3. Mr. King estimates that the time for claim processing and payment can be reduced up to four months with an appropriate reduction of staff time at both the Bureau of

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BUDGET ANALYST

Claims and at the affected city department. Mr. King advises that the City is able to save money on such individual claims if they can be reviewed promptly and paid expeditiously because many claimants would rather accept a lesser amount in cash than to wait several months for their money or to go to court. Mr. King indicates that one clerical position might be eliminated as the result of decreasing the time necessary to process small claims. The elimination of one 1424 Clerk Typist based on current salary rates would save \$30,347 annually in salary and fringe benefit costs.

4. MUNI and Water Department claims remain under the separate jurisdiction of the Public Utilities Commission (PUC) and would not be affected by this proposed legislation. MUNI has a separate revolving fund totalling \$300,000 from which claims up to \$15,000 may be paid by the Department. The Water Department has a smaller revolving fund totalling \$5,000 from which claims up to \$1,500 are paid by the Department. PUC is advised quarterly as to the claims paid out by MUNI and the Water Department.

5. The Police, Fire and Recreation and Park Commissions, the Department of Public Works, the Department of Public Health and the Sheriff support the proposed legislation. These Commissions and Departments agree to waive their approval authority for unlitigated claims under \$5,000 for one year from the date of adoption for the proposed legislation. This one-year trial period should allow sufficient time to review the effects of revising the City's process to settle and pay claims under \$5,000. If the new process is not satisfactory, the approval of such claims would be returned to the appropriate Departments and Commissions.

Recommendation: Amend the proposed legislation to stipulate that, should the proposed change in the processing of claims less than \$5,000 be renewed after the initial, one-year trial period, one 1424 Clerk Typist position be eliminated in the City Attorney's Bureau of Claims and approve the proposed ordinances as amended.

Item 13 - File 101-89-76

Department: Fire Department

Item: Supplemental Appropriation Ordinance to increase the 1989-90 budget for Extended Work Week (overtime pay for Firefighters and Officers).

Amount: \$3,000,000

Source of Funds: Reappropriation of 1989-90 Fire Department budget as follows:

Permanent Salaries - Uniform	\$1,500,000
Mandatory Fringe Benefits (Retirement)	<u>1,500,000</u>
Total Reappropriation	\$3,000,000

Description: The Fire Department must have all Engine and Truck Companies fully staffed at all times. Therefore, when Firefighters or Officers are absent, other Firefighters, and Officers must work overtime in order to maintain full staffing. In fiscal year 1988-89, full staffing required a complement of 315 Firefighters and Officers to fully staff all Engine and Truck Companies at all times. For fiscal year 1989-90, the Mayor's Office reduced the staffing requirement of Truck Companies that resulted in a total reduction in the full staffing complement by 18 from 315 to 297. However, although the 1989-90 budget for EWW was based on the staffing reduction becoming effective on July 1, 1989, the reduction did not occur until August 1, 1989. This delay resulted in an additional overtime cost of approximately \$290,000 that was not included in the 1989-90 budget.

The Fire Department projects a total deficit of approximately \$6,507,126 in the EWW budget for fiscal year 1989-90. The proposed Supplemental Appropriation would meet \$3,000,000 of that projected deficit leaving a deficit balance of \$3,507,126 (\$6,507,126 less \$3,000,000). The Fire Department states that another supplemental appropriation will be submitted soon to meet the additional deficit requirements.

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The Fire Department's EWW deficit projection is as follows:

Actual EWW Expenditures from 7/1/89 through 12/8/89*	\$5,327,122
Estimated EWW Expenditures from 12/9/89 through 6/30/90**	<u>5,421,449</u>
Total Estimated EWW Expenditures for Fiscal Year 1989-90	\$10,748,571
Less EWW Budget	<u>4,241,445</u>
Projected EWW Deficit	\$6,507,126

*Includes unanticipated expenses of \$290,000 resulting from the delay in implementing reduced Truck Company staffing and additional expense due to the October 17, earthquake.

**Estimate based on average EWW expense from 7/1/89 through 12/8/89 less extraordinary expenses for earthquake and for Truck Company staffing reduction delay.

The Fire Department's projections for Permanent Salaries - Uniform and for Mandatory Fringe Benefits indicate year end surpluses of approximately \$1.7 million (salaries) and \$1.5 million (benefits) even after taking \$1.5 million from each of these accounts for the proposed supplemental appropriation.

Comments:

1. The Fire Department reports that the Federal Emergency Management Agency (FEMA) will reimburse some of the extraordinary EWW expense incurred as a result of the October 17 earthquake but the amount of that reimbursement is not known at this time.
2. When Firefighters or Officers are absent from work, other Firefighters and Officers must fill in for them. Consequently, more EWW (overtime pay) is spent and a correspondingly lesser amount of Permanent Salaries - Uniform and Mandatory Fringe Benefits is spent. Large amounts of EWW, instead of regular salaries and fringe benefits continue to be needed because the absenteeism rate is increasing and because the Fire Department is still not fully staffed due to the court imposed freeze on hiring several years ago.

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BUDGET ANALYST

Memo to Finance Committee
January 24, 1990

Recommendation: Approve the proposed supplemental appropriation ordinance.

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Item 14 - File 100-89-1.7

Department: Office of the Public Defender

Item: Release of reserve

Amount and Time: \$9,435

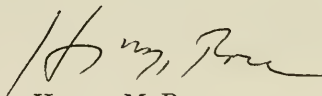
Description: In approving the 1989-90 Annual Budget for the Public Defender, the Board of Supervisors appropriated \$133,502 for the upward reclassification of two 8180 - Principal Attorneys to the new positions of 8182 - Head Attorney but reserved \$9,435 pending final Civil Service classification of the upward reclassifications. The \$9,435 represents nine months of the difference in salary between the two classifications, that is, the amount necessary to effect the upward reclassifications for nine months beginning October 1, 1989, and ending June 30, 1990.

The Civil Service Commission has now classified the upward reclassifications. The reclassification became effective October 1, 1989, and therefore, the \$9,435 reserved funding should be released.

Comment: The two classifications are paid as follows:

	<u>Biweekly</u>	<u>Top Step Annual</u>
8180 Principal Attorney	\$2,607 - \$3,169	\$82,394
8182 Head Attorney	\$2,806 - \$3,410	\$88,660

Recommendation: Release reserved funds in the amount of \$9,435.


Harvey M. Rose

cc: Supervisor Walker	Stacy Becker
Supervisor Ward	Ted Lakey
Supervisor Hallinan	Supervisor Nelder
President Britt	Clerk of the Board
Supervisor Alioto	Chief Administrative Officer
Supervisor Gonzalez	Controller
Supervisor Hongisto	Carol Wilkins
Supervisor Hsieh	
Supervisor Kennedy	
Supervisor Maher	

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REVISED

Items 10, 11 and 12 - Files 97-90-1, 97-90-2 and 101-89-77

Department: City Attorney

Items: Ordinance (File 97-90-1) to amend Section 10.21 of the San Francisco Administrative Code to permit the City Attorney or a staff member designated by the City Attorney to settle unlitigated claims of under \$5,000 without the approval of the head of the Department or the Board or Commission in charge of the Department.

Ordinance (File 97-90-2) to add Sections 10.20-9 and 10.136-1 to the San Francisco Administrative Code to authorize the City Attorney or a staff member designated by the City Attorney to settle and pay claims, judgments of litigated claims and demands made prior to presenting as claims that do not exceed \$5,000 and to establish a revolving fund.

Supplemental Appropriation Ordinance (File 101-89-77) to reappropriate \$175,000 for a new Claims and Judgment Revolving Fund.

Amount: \$175,000

Source of Funds: Controller's Claims and Judgment Account

Description: The proposed ordinances (Files 97-90-1 and 97-90-2) would amend Section 10.21 and add Sections 10.20-9 and 10.136-1 to the San Francisco Administrative Code to simplify the approval of settlement of unlitigated claims under \$5,000, create a cash revolving fund entitled Claims and Judgment Revolving Fund, and authorize payment of claims, judgments or demands under \$5,000 from the revolving fund. Funding for the Claims and Judgment Revolving Fund is being requested in a companion supplemental appropriation ordinance (File 101-89-77).

Amendments to Section 10.21 would permit processing settlements without approval of the department head, board or commission. Instead the settlement would be approved by the City Attorney or by a designee and paid from a cash revolving fund without Controller certification, since funds in a revolving fund do not require such certification. The proposed amendment to Section 10.21 would remain in effect for one year from the date of adoption, and would be repealed as of that date if new legislation to continue the amendment were not separately approved.

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BUDGET ANALYST

The newly proposed Section 10.20-9 would authorize payment of claims, judgments or demands under \$5,000 by the City Attorney or a person designated by the City Attorney from the newly created Cash Revolving Fund under Section 10.136-1. Claims, judgments and demands include both litigated and unlitigated claims and matters before small claims court.

Litigated and unlitigated claims processed during 1989 by the City Attorney and various City Departments with the major bulk of claims (Recreation and Park, Public Works, Police, Fire, Sheriff and Public Health) were as follows:

Processed Litigated Claims Under \$5,000

	<u>Number of Claims</u>	<u>Total Cost</u>
January - March, 1989	21	\$54,741
April - June, 1989	17	36,474
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October - December, 1989	<u>7</u>	<u>14,250</u>
Total Litigated Claims	62	\$148,797

Processed Unlitigated Claims Under \$5,000

January - March, 1989	615	\$216,427
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Total Litigated Claims	1,745	\$845,971

The newly proposed Section 10.136-1 would establish a Cash Revolving Fund - Bureau of Claims of the Office of the City Attorney in the amount of \$175,000.

Comments:

1. Proposition A, approved by the voters on June 3, 1986 established a Bureau of Claims Investigation in the City Attorney's Office and authorized by ordinance the establishment of a revolving fund to settle demands against the City.

2. According to Mr. Ray King of the City Attorney's Bureau of Claims, claims under \$5,000 are taking up to seven months to obtain approvals and complete their payment process in the Controller's Office. Presently, claims are reviewed by the City Attorney at three separate stages, and by the Department involved at two separate stages before authorizing the Controller to pay the claim.

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BUDGET ANALYST

3. Mr. King estimates that the time for claim processing and payment can be reduced up to four months with an appropriate reduction of staff time at both the Bureau of Claims and at the affected city department. Mr. King advises that the City is able to save money on such individual claims if they can be reviewed promptly and paid expeditiously because many claimants would rather accept a lesser amount in cash than to wait several months for their money or to go to court. Mr. King indicates that one clerical position might be eliminated as the result of decreasing the time necessary to process small claims. The elimination of one 1424 Clerk Typist based on current salary rates would save \$30,347 annually in salary and fringe benefit costs.

4. MUNI and Water Department claims remain under the separate jurisdiction of the Public Utilities Commission (PUC) and would not be affected by this proposed legislation. MUNI has a separate revolving fund totalling \$300,000 from which claims up to \$15,000 may be paid by the Department. The Water Department has a smaller revolving fund totalling \$5,000 from which claims up to \$1,500 are paid by the Department. PUC is advised quarterly as to the claims paid out by MUNI and the Water Department.

5. The Police, Fire and Recreation and Park Commissions, the Department of Public Works, the Department of Public Health and the Sheriff support the proposed legislation. These Commissions and Departments agree to waive their approval authority for unlitigated claims under \$5,000 for one year from the date of adoption for the proposed legislation. This one-year trial period should allow sufficient time to review the effects of revising the City's process to settle and pay claims under \$5,000. If the new process is not satisfactory, the approval of such claims would be returned to the appropriate Departments and Commissions.

Recommendation: Amend the proposed legislation to stipulate that, should the proposed change in the processing of claims less than \$5,000 be renewed after the initial, one-year trial period, one 1424 Clerk Typist position be eliminated in the City Attorney's Bureau of Claims and approve the proposed ordinances as amended.

SF
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1/31/90

Actions
Taken

CALENDAR

MEETING OF
FINANCE COMMITTEE

Board of Supervisors
City and County of San Francisco

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FEB 2 1990

SAN FRANCISCO
PUBLIC LIBRARY

Wednesday, January 31, 1990 - 2:00 P.M.

Room 228, City Hall

Present: Supervisors Walker, Ward, Hallinan

Acting Clerk: Kay Gulbengay

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 170-90-1. [General Obligation Bonds] Resolution determining and declaring the public interest and necessity demand the acquisition, construction or reconstruction by the City and County of San Francisco of the following municipal improvements, to wit: public safety improvements to buildings owned by the City and County of San Francisco, including earthquake repairs and earthquake hazards reduction, asbestos abatement, providing access for the disabled all related to public safety to buildings owned by the City and County of San Francisco, including related acquisition, construction and reconstruction necessary or convenient for the foregoing purpose, that the estimated cost of three hundred thirty-two million four hundred thousand dollars (\$332,400,000) for said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require the incurring of a bonded indebtedness. (City Attorney)
- ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted and further amended (See file for details). Recommended as amended.
2. File 101-89-60.2. To consider release of reserved funds, Public Utilities Commission, in the amount of \$93,000, for Department of Public Health's Employee Assistance Program; for training Municipal Railway employees and providing counseling services for employees who request it. (Public Utilities Commission)

ACTION: Hearing held. Tabled.

3. File 101-89-60.1. [Government Funding] Ordinance rescinding \$622,115, Municipal Railway, from permanent salaries - miscellaneous and related fringe benefits, professional medical services and uniforms and appropriating \$622,115 to Municipal Railway Stores revolving fund; for the deletion of five positions, for fiscal year 1989-90. (Supervisor Walker)

ACTION: Hearing held. Amended "by rescinding \$932,184 from permanent salaries and rescinding \$932,184 from Municipal Railway Stores Revolving Fund" and by deleting "thirteen (13) positions in Municipal Railway and one (1) position in Public Utilities Commission." New Title: "Rescinding \$932,184 for permanent salaries - miscellaneous and related mandatory fringe benefits, professional medical services and uniforms and appropriating \$932,184 from Municipal Railway Stores revolving fund; for the deletion of thirteen (13) positions, Municipal Railway and one position (1), Public Utilities Commission for Fiscal Year 1989-90." Recommended as amended.

4. File 102-89-24.1. [Public Employment] Ordinance amending Salary Ordinance 1989-90, Municipal Railway, reflecting the deletion of five positions. (Supervisor Walker) (COMPANION TO THE PRECEDING FILE)

ACTION: Hearing held. Amended by "deleting thirteen (13) positions, Municipal Railway and one (1) position, Public Utilities Commission." New Title: "Amending Ordinance No. 273-89 (Annual Salary Ordinance, 1989-90) reflecting the deletion of thirteen (13) positions, Municipal Railway and one (1) position, Public Utilities Commission." Recommended as amended.

5. File 100-89-1.8. To consider release of reserved funds, \$15,417, Chief Administrative Officer, from Capital Improvement Project - CAO Bond Program, for continued support on the development of a seismic retrofit program. (Supervisor Walker)

ACTION: Release of \$15,417 approved. Filed.

6. File 127-90-1. [Stadium Operator Admission Tax] Ordinance amending Part III, San Francisco Municipal Code, by amending Section 807 thereof, providing an exemption from the payment of the Stadium Operator Admissions Tax, by extending indefinitely the exemption from the payment of Admissions Taxes on tickets sold at \$12.99 or less. (Supervisor Gonzalez)

ACTION: Continued to February 7, 1990 meeting at request of author.

- 7. File 100-89-1.9. To consider release of reserved funds in the amount of \$30,060 for the Parking Meter Program, Parking Authority. (Supervisor Walker)

ACTION: Continued to call of the chair.

CLOSED SESSION

- 8. File 48-90-1. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of State Farm Insurance (insured Jodie Freid) in the sum not to exceed \$5,900. (City Attorney)

ACTION: Recommended.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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January 31, 1990

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TO: Finance Committee
FROM: Budget Analyst
SUBJECT: January 31, 1990 Finance Committee Meeting

Item 1 - File 170-90-1

Proposed Action: The proposed resolution would determine and declare the public interest and necessity for a General Obligation (GO) bond issuance for seismic safety, asbestos abatement and disability access by the City and County of San Francisco.

Amount: \$332,400,000

Description: The proposed bond issue in the amount of \$332.4 million would provide funds for the acquisition, construction or reconstruction of various improvements to City buildings. These improvements include conducting earthquake damage repairs, reducing earthquake hazards, removal of asbestos, providing access for the disabled, preservation of facilities and related assessment programs.

The proposed GO bond issue would be placed on the ballot of the June 5, 1990 election. Adoption of this resolution is required prior to passage of any ordinance submitting a bond issue to the voters of San Francisco.

According to a January, 1990 Department of Public Works report on the "Proposal for Earthquake Safety Program for City-Owned Buildings - Phase II", the City owns 487 buildings and facilities, excluding building and facilities under the jurisdiction of the San Francisco Unified School District, Housing Authority, Airport, Port and Water Department. The average age of these City-owned facilities is over 50 years and their replacement value exceeds \$3.5 billion. The proposed \$332.4 million GO bonds would be used to fund repairs to most of the buildings or facilities used by General Fund supported agencies and that are in critical need of repair.

The attachment provided by DPW identifies collectively the various non-Civic Center buildings, each of the proposed buildings in the Civic Center area (i.e., City Hall, Civic Auditorium, Opera House, War Memorial Veterans Building, and the Health Department's Headquarters at 101 Grove Street) and the estimated cost for each of the major categories of work proposed. As indicated in the attachment, the proposed \$332.4 million bond program would address the following five major categories of work:

<u>Earthquake Damage Repairs</u>	\$53,440,000
----------------------------------	--------------

The October 17, 1989 earthquake damaged 239 City-owned facilities. Although much of this damage was not substantial, each of 23 City buildings sustained damage in excess of \$37,500, the amount which qualifies for immediate funding from the Federal Emergency Management Agency (FEMA), subject to agreement of the City's Disaster Survey Report. The proposed \$53.44 million for earthquake damage would be expended on repairs to the five Civic Center buildings and 39 non-Civic Center facilities, for a total of 44 buildings. As shown in the attachment, City Hall is proposed to receive \$23 million of earthquake damage repairs, or approximately 43 percent of the total budgeted \$53.44 million. The 44 buildings proposed for earthquake damage repairs are as follows:

1198 Fillmore
1680 Mission
Academy of Sciences
Bernal Heights Library
City Hall

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City Hall Annex
Civic Auditorium
DeYoung Museum
Davis Hall
EDP Building
Eureka Library
Exploratorium
Golden Gate Music Concourse
Hall of Justice
Health Department Headquarters (101 Grove)
Ingleside Police Station
Laguna Honda Hospital
Legion of Honor
Main Library
Marina Green Park
Marina Green Restrooms
Marina Library
Mission Bartlett Parking Garage
Opera House
Ortega Library
Palace of Fine Arts
Park Police Station
Police Academy
Purchaser's Main Shop
Purchaser's Office Substation
Richmond Library
Saint Mary's Garage
San Bruno Men's Jail
San Francisco General Hospital Complex
San Francisco General Hospital's utilities
Social Services Building (150 Otis)
Social Services Building (170 Otis)
South of Market Cultural Center
Sunset Library
Taraval Police Station
War Memorial Veterans Building
West Portal Library
Western Addition Library
Youth Guidance Center

Life Safety and Code Mandates

30,150,000

The proposed life safety and code mandated work involves coordinating the removal of asbestos and providing disabled access in the buildings that will be receiving seismic repairs and upgrading. State law (Title 24 of the California Administrative Code, Part 2) requires that when significant construction work is conducted in public buildings, access must be provided

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for the physically disabled from the street into the building and then to the area of work, including restroom accommodations. Of the total \$30.15 million proposed, \$25.72 million is proposed for removal of asbestos and \$4.43 is proposed for disabled accessibility.

Facility Preservation

42,130,000

As part of the City's Capital Asset Management System (CAMS), which is a City-wide comprehensive database to manage the City's infrastructure and capital investment, the Department of Public Works (DPW) developed a Facility Condition Monitoring Program. This Program is used to assess the condition of all City facilities according to health and safety concerns, cost avoidance and functional impediment. Such facility preservation work would include repairs to roof leaks, mechanical duct work or other repairs and would be performed and coordinated with the major seismic upgrading and repairs. The proposed \$42.13 million cost includes \$16.13 million for such concurrent preservation work and repairs. In addition, \$26 million of the proposed \$42.13 million is proposed for replacement of damaged and deteriorated infrastructure at the Zoo. The Zoo's water, sewer, gas and electrical lines which were significantly deteriorated and now have been damaged during the recent earthquake would be replaced. The proposed \$42.13 million includes the design, construction, project management, contingency and inflationary expenses.

Seismic Strengthening

204,790,000

The City has developed an Earthquake Safety Program to identify and abate seismic hazards and deficiencies in municipal facilities on a prioritized basis. To date, engineering inspections and analyses have been conducted on 171 buildings and seismic strengthening work has been funded and is being conducted on approximately 50 City buildings, including police and fire stations, libraries and cultural facilities. The proposed \$204.79 million would be spent on seismically upgrading 20 buildings. Of the proposed 20 buildings, five are in the Civic Center area and 15 are non-Civic Center buildings. The five in the Civic Center include City Hall, Civic Auditorium, Opera House, War Memorial Veterans Building and the Health Department's Headquarters (101 Grove Street). The 15 non-Civic Center buildings include the San Bruno

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Women's Jail, San Bruno Men's Jail, the Exploratorium, San Francisco General Hospital utilities building, two police stations (Ingleside and Park) and nine branch libraries (Bernal Heights, Eureka, Excelsior, Golden Gate, Marina, North Beach, Ortega, West Portal and Western Addition).

Planning and Assessments 1,890,000

These funds are proposed to be used for the ongoing Earthquake Safety Program, the Asbestos Abatement Program and the Facility Condition Monitoring Program. Reports from previously funded studies were used to prepare this bond proposal. The proposed funds would be used to prepare future planning, design and estimated project cost studies to enable DPW to determine the need for seismic reinforcement, asbestos abatement, code mandates and facility preservation in all City-owned facilities.

Total Cost \$332,400,000

Comments:

1. In November, 1989, the voters of San Francisco approved a \$59.7 million General Obligation bond issue to provide earthquake and other safety improvements to 24 City facilities. These facilities include 19 fire stations, and facilities, Laguna Honda Hospital's boiler equipment facility, the Palace of the Legion of Honor, the Main Library and the California Academy of Sciences. The \$59.7 million bond measure represented the first phase of a long term City program for seismic and safety related work. According to Mr. Mark Primeau, Program Manager for the City's Seismic Safety Program, the Department of Public Works is currently preparing a \$1,574,700 supplemental appropriation for advance funding from this prior bond measure in order to develop the bond specifications, conduct the bond sale, identify project priorities and schedule and program initial activities. DPW anticipates that these bonds would be sold by mid-1990.

2. In addition, a Police Bond Measure in 1987 funds improvements for City police facilities and a Library Bond Measure of 1988 will fund the construction of a new Main Library and seismic upgrades and related work on selected branch libraries. The proposed \$332.4 million bond measure would also include earthquake damage repairs to several police stations (Ingleside, Taraval and the Police Academy) and nine libraries (Bernal Heights,

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Eureka, Main, Marina, Ortega, Richmond, Sunset, West Portal, Western Addition) as well as seismic strengthening to two police stations (Ingleside and Park) and nine branch libraries (Bernal Heights, Eureka, Excelsior, Golden Gate, Marina, North Beach, Ortega, West Portal and Western Addition). According to DPW, these additional expenditures are required because the previously approved bond measures for the police and library facilities did not include sufficient funds for seismic upgrading of all facilities. Mr. Primeau reports that with the previous and proposed bond measure, all police stations, except the Golden Gate Stables, would be seismically strengthened. With the previous and proposed bond measure, all of the libraries, except Potrero, Parkside, Anza and Waden would be seismically strengthened. According to Mr. Primeau, these four branch libraries are not included because they were not damaged in the recent earthquake, they received a low seismic hazard rating from DPW (rating of two or less) and since the seismic strengthening costs are not anticipated to be that high, the City's annual Capital Improvement Budget could include this work.

3. The proposed bond measure, in conjunction with the previous bond measures, will address all of the City's seismic strengthening needs except for Youth Guidance Center, San Francisco General Hospital, Laguna Honda Hospital and the DeYoung Museum. In addition, the proposed bond measure does not address any of the seismic repairs or strengthening for the Port, Airport, Public Utilities Commission, Parking Authority, Housing Authority or San Francisco Unified School District.

4. According to Mr. Primeau, if the proposed \$332.4 million bond issue is approved by the voters in June, 1990, it is anticipated that the GO bonds could be issued by early 1991. Contracts for the initial work could also begin in 1991. All of the work on the projected City buildings is then projected to be completed in 8 to 10 years, or by approximately 2000.

5. The Capital Improvement Advisory Committee (CIAC) issued a report on January 23, 1990 on the proposed Earthquake Safety Program-Phase II General Obligation bond proposition. This report states that the Committee recognizes that this Bond Program represents a major financial commitment, but that in order to assure protection against a future major

earthquake, the Bond Program should address both repair and increased seismic safety. The CIAC states that the proposed Bond Program is in conformity with the capital expenditure plan for the repair and improvement of City facilities and that the Department of Public Works has prepared or verified all of the proposed Program's cost estimates. The CIAC fully supports the proposed Bond Program.

6. The Controller's Office reports that on a 20-year basis, and assuming an interest rate of approximately seven percent, the proposed \$332.4 million bond redemption would result in a total bond interest cost of approximately \$244,314,000 and a total debt service requirement of approximately \$576,714,000. Over the 20-year period, this would result in an debt service of approximately \$28,835,700 per year. If all of the bonds were sold together, assuming a 20-year period and an interest rate of approximately seven percent, this would result in approximately a \$.0761 (seven and 61/100 cent) increase in the property tax rate. At this rate, the owner of a house assessed at \$200,000 would pay approximately \$146.87 in additional property taxes per year for the 20 years of the bond issue. However, the CIAC states that the proposed bond program is projected to be sold over a six to ten year period, to match cash flow to project needs. The CIAC therefore anticipates an increase of approximately \$.02 to \$.03 (two to three cents) per \$100 of assessed value on the property tax rate. At these rates, the owner of a house assessed at \$200,000 would pay approximately \$38.60 to \$57.90 in additional property taxes per year.

7. The City's current bonding capacity is approximately \$1.14 billion. The proposed \$332.4 million bond program would reduce the City's bonding capacity to approximately \$807.6 million. However, because the CIAC proposes to sell the bonds over a six to ten-year period, and the City's bonding capacity increases each year due to the increased valuation of assessed property, coupled with the maturation of existing outstanding debt, the City's net bonding capacity will be determined by the amount of bonds sold and the City's bonding capacity in any given year. Although the CIAC and the CAO's Office anticipate selling the proposed bond issue in at least six separate issues, over a period of up to ten years in order to minimize the effect of the bond redemption and debt service on the City's property tax rates, the proposed legislation does not contain any

language to this effect. If the Board of Supervisors approves the proposed bond measure, the proposed resolution should be amended to state that the bonds would not be sold in a single issue and would rather be sold over a six to ten year period.

8. The specific City earthquake damage repairs that are part of the proposed bond issue would be eligible for Federal Emergency Management Agency (FEMA) reimbursement. Repairs for earthquake damage that exceed \$37,500 are considered major projects and do not qualify for immediate funding from FEMA. FEMA reimbursements for these major earthquake repairs are subject to negotiations and documentation of the actual design and construction costs. Since the City must first expend the funds and then apply to FEMA for reimbursement, the final amount of FEMA reimbursement is currently unknown. The proposed bond measure would fully fund the earthquake damage repairs. According to Mr. Peter Miller, when FEMA reimburses the City for repairs to the buildings paid for by the proposed bonds, these FEMA reimbursements would be placed into a Special Fund. These FEMA reimbursements would then be used to reduce the bond sales on a dollar for dollar basis (bonding authorization) and the City would use these reimbursement funds to continue the bond related repair work. Mr. Miller reports that this will require very careful management of FEMA's reimbursements, audits and bond construction activities, particularly during the latter phases of the bond program. However, the proposed resolution does not state that the proposed bond authorization would be reduced by the amount reimbursed by FEMA. The Budget Analyst therefore recommends that if the proposed resolution is approved, the resolution be amended to include that the extent to which FEMA reimbursement results, authorization for selling the bonds would be reduced.

9. The City and County of San Francisco does not have a separate procedure for the issuance of GO bonds. Rather, the City adopts the general law of the State of California. The State General Obligation Bond Law requires a resolution of public convenience and necessity be adopted by a two-thirds vote of the Board of Supervisors. If the proposed resolution is approved by a two-thirds vote of the Board of Supervisors, the City Attorney's Office will prepare an ordinance to submit the proposed \$332.4 million bond issue to the voters.

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Recommendation:

Approval of the acquisition, construction and reconstruction of seismic safety, asbestos abatement and disabled access for municipal facilities in San Francisco at an estimated cost of \$332.4 million is a policy matter for the Board of Supervisors.

If the Board of Supervisors approves the proposed resolution, the resolution should be amended to state that the bonds would not be sold in a single issue, but rather over a period of six to ten years. The resolution should also be amended to state that FEMA reimbursements will be used to directly reduce the amount of the bond sales on a dollar for dollar basis.

EARTHQUAKE SAFETY PROGRAM: PHASE II
ALLOCATION OF COST BY PROGRAM COMPONENT

Building Location Sq. Ft.	Non-Civic Center Various	City Hall 400 Van Ness Ave.	Opera House 301 Van Ness Ave.	Veteran's Building 401 Van Ness Ave.	Civic Auditorium 99 Grove St.	DPH Hdgtrs. 101 Grove St.	Totals
Earthquake Damage Repair	21,250,000	\$23,000,000	3,690,000	4,020,000	360,000	1,140,000	\$53,440,000
Life Safety/ Code Mandates	\$8,370,000	\$5,220,000	\$3,220,000	\$4,150,000	\$5,030,000	4,160,000	\$30,150,000
Facility Preservation	31,480,000	\$5,920,000	1,740,000	1,740,000	0	\$1,250,000	\$42,130,000
Subtotals	\$61,100,000	\$34,140,000	\$8,650,000	\$9,910,000	\$5,370,000	\$6,550,000	\$125,720,000
Seismic Strengthening	13,110,000	\$94,430,000	31,940,000	31,030,000	22,330,000	\$11,950,000	\$204,790,000
Subtotals	\$74,210,000	\$128,570,000	\$40,590,000	\$40,940,000	\$27,700,000	\$18,500,000	\$330,510,000
Planning & Assessments							\$1,890,000
Program Total							\$332,400,000

Notes:

1. All project cost estimates include construction, design, planning, and contingency, relocation and disruption where appropriate.
2. An inflation factor of 5% per year for a three year period is included in all estimates associated with various buildings because the repair work is anticipated to be underway during this period. For the Civic Center buildings, an inflation factor of 5% per year is included for a five year period, except for City Hall which has a four year inflation factor because the construction work should be underway.
3. A portion of the project cost associated with earthquake damage repair work will be reimbursed by the Federal Emergency Management Agency (FEMA).
4. Planning & Assessments will be conducted on non-Civic Center City buildings that will need seismic strengthening and related improvements.

Items 2, 3 and 4 - Files 101-89-60.2, 101-89-60.1 and 102-89-24.1

Departments: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Items: Item 2 - (File 101-89-60.2) To consider release of \$93,000 of reserved funds for the Department of Public Health's Employee Assistance Program for training and providing counseling for MUNI employees.

Item 3 - (File 101-89-60.1) Ordinance rescinding \$622,115 from MUNI Permanent Salaries-Miscellaneous and related fringe benefits, professional medical services and uniforms and appropriating \$622,115 to Municipal Railway Stores revolving fund and for the deletion of five positions for fiscal year 1989-90.

Item 4 - (File 102-89-24.1) Ordinance amending the 1989-90 Annual Salary Ordinance reflecting the deletion of five MUNI positions.

Description: The Federal Urban Mass Transportation Administration (UMTA) required that all transit properties receiving Federal financial assistance have a drug testing program in place by December 21, 1989. In response to this requirement, MUNI and PUC developed a Drug Testing Program. On December 18, 1989, the Board of Supervisors approved a supplemental appropriation totaling \$932,184 (File 101-89-60) to fund part of the proposed Drug Testing Program, including 13 new positions in the MUNI, one new position in the PUC and the related drug testing contracts. The remainder of the funding required for the program for FY 1989-90, approximately \$801,445, for a total of \$1,733,629, was to be funded from excess salary savings in the MUNI.

Of the \$932,184 in supplemental funding previously approved by the Board, \$93,000 was placed on reserve for the Department of Public Health's Employee Assistance Program, the subject of the proposed item 2 (File 101-89-60.2). On December 18, 1989, the Board of Supervisors also approved an amendment to the Annual Salary Ordinance to reflect the addition of the 13 employees in the MUNI and the one employee in the PUC (File 102-89-24).

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MUNI did not implement the random drug testing portion of the program because four local unions affected by the proposed random drug testing program were initially granted a Temporary Restraining Order (TRO) against random testing. On January 9, 1990, the Superior Court, after reviewing the TRO, issued an injunction against the random drug testing portion of the MUNI Drug Testing Program.

The Board of Supervisors requested that the Supplemental Appropriation and accompanying Annual Salary Ordinance be rescinded. These items were then referred back to the Finance Committee. On January 10, 1990, in response to the Superior Court's decision, the Finance Committee continued the rescinded items and requested that MUNI revise its budget to eliminate random drug testing from the overall Drug Testing Program.

On January 17, 1990, MUNI presented a revised total Drug Testing Program budget of \$1,111,514, a reduction of \$622,115 from the original \$1,733,629. Based on the revised budget, the Finance Committee recommended the rescission of \$622,115 of the original \$932,184 supplemental appropriation to the Board of Supervisors. Similarly, the Finance Committee recommended the rescission of five positions from the original 13 positions approved in the 1989-90 Annual Salary Ordinance.

On January 19, 1990, the Federal Circuit Court of Appeals in Washington, D.C. ruled that UMTA's statutory authority did not extend to drug testing in our nation's bus systems. Shortly thereafter, UMTA issued a notice of suspension of their drug testing rules and regulations.

On January 20, 1990, the Board of Supervisors rereferred these rescission items back to the Finance Committee. The Board of Supervisors also adopted a motion directing the Clerk of the Board of Supervisors to instruct the Controller not to allow expenditures of any funds appropriated for the purpose of implementing the UMTA regulations having to do with drug testing. The three proposed items include the two rereferred items (Files 101-89-60.1 and 102-89-24.1) and a release of \$93,000 of funds placed on reserve when the initial \$932,184 supplemental appropriation was approved (File 101-89-60.2).

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Comments:

1. The proposed ordinance (File 101-89-60.1) would rescind \$622,115. However as discussed above, the \$622,115 represents the costs for MUNI to implement the Drug Testing Program without the random drug testing component. Because UMTA has suspended their drug testing rules, the proposed ordinance should be amended to reflect the initial \$932,184 amount since none of the MUNI Drug Testing Program would need to be implemented in order to receive future UMTA funding.

2. Mr. Ed Harrington, of the PUC, reports that to date, a total of \$5,146 has been expended on MUNI's Drug Testing Program, as follows:

RTA Lab

Drug testing and collection (50 tests @ \$36.50/test)	\$1,825
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Medical Review Officer

Analyses to verify results	721
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UMTA Program and Requirement Seminar	600
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MUNI/PUC

Share of costs for developing consultant specifications for RTA and Medical Review Officer contracts	<u>2,000</u>
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Total	\$5,146
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3. Based on discussions with the PUC and the Controller, the Budget Analyst recommends that MUNI deduct the \$5,146 of costs from their existing budget and that no additional funds be deducted from the proposed supplemental appropriation ordinance. Mr. Dave Fong of the Controller's Office concurs with this recommendation. The originally approved supplemental appropriation assumed that MUNI would be able to use approximately \$801,445 of existing salary savings to fund the total Drug Testing Program.

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4. The proposed ordinance (File 102-89-24.1) would rescind five positions. The five positions represent the positions MUNI and PUC require to implement the Drug Testing Program without the random drug testing component. Similar to the supplemental appropriation discussed above, because UMTA has suspended the drug testing rules, the proposed ordinance should be amended to reflect the rescission of the initial thirteen positions in the MUNI and one position in the PUC.

5. The \$93,000 reserve should also be rescinded, given that the entire \$932,184 is recommended to be rescinded.

6. According to Ms. Robin Reitzes of the City Attorney's Office, UMTA may seek additional legislation to provide the necessary authority for implementing drug testing programs in transit systems. Alternatively, UMTA may appeal the Federal Circuit Court of Appeals ruling.

Recommendations:

1. Amend the ordinance (File 101-89-60.1) which rescinds \$622,115 from MUNI by increasing the amount of the rescission to \$932,184. Approve the ordinance as amended.

2. Amend the ordinance (File 102-89-24.1) on the 1989-90 Annual Salary Ordinance which deletes five MUNI positions by deleting thirteen MUNI positions and one PUC position. Approve the ordinance as amended.

3. Rescind the \$93,000 reserve.

Item 5 - File 101-89-1.8

Departments: Chief Administrative Officer (CAO)
Department of City Planning

Proposed Action: Release of reserved funds from the Capital Improvement Project - CAO Bond Program for continued funding of staff in the CAO's office to provide support on the development of a seismic retrofit program for unreinforced masonry buildings (UMBs).

Amount: \$15,417

Source of Funds: Capital Improvement Project - CAO Bond Program

Description:

1. The City's Seismic Retrofit Program is being conducted in accordance with SB 547, passed in 1986, which requires that local jurisdictions prepare an inventory of UMBs and prepare a seismic safety mitigation program for these structures by December 31, 1989. The Department of Public Works released the City's list of UMBs in 1986. That list showed that there were a total of approximately 2,058 UMBs in the City.
2. Staff support for the development of the City's retrofit ordinance was provided by Mr. David Prowler, a consultant working for the CAO. Funding for this position was initially supplied by a grant from the State Seismic Safety Commission, a donation from Fireman's Fund Insurance and from a \$400,000 appropriation approved by the Board of Supervisors (File 101-88-57) for the City's Seismic Retrofit Program Capital Improvement Project. The funding available for this position from the above sources will expire January 31, 1990.
3. Mr. Prowler's annual salary is \$57,850 (\$2,225 biweekly). His salary for the period February 1, 1990 through June 30, 1990 (10.5 pay periods) would be \$23,363 plus \$950 for mandatory fringe benefits for a total of \$24,313. The proposed release of reserve would use \$15,417 in available funds from the Capital Improvement Project - CAO Bond Program to partially fund Mr. Prowler's position from February 1, 1990 through June 30, 1990. According to Mr. Fred Weiner of the CAO's office, the \$8,896 balance (\$24,313 less \$15,417) of Mr. Prowler's salary would be paid out of salary savings from the CAO's Fiscal Year 1989-90 general office budget.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. According to the CAO's Office, Mr. Prowler's responsibilities include providing liaison between the CAO's Office and other City agencies involved in development of the retrofit ordinance, developing financing mechanisms to mitigate the economic impact of retrofit on building owners and tenants and involving members of the community in the development of a retrofit ordinance.

Comment:

Mr. Rudy Nothenberg, Chief Administrative Officer, reports that if the proposed request for release of reserved funds is approved, he will include a request in his budget for Fiscal Year 1990-91 for continued funding of Mr. Prowler's position.

Recommendation:

Release \$15,417 of reserved funds.

Item 6 - File 127-90-1

1. For the period from January 1 through December 31, 1989, Section 807 of Article II, Part III of the San Francisco Municipal Code provided for an exemption from the \$0.50 Stadium Operator Admission Tax for tickets priced at \$12.99 or less for the first 42,500 paid admissions to any single event. After December 31, 1989, the exemption from the \$0.50 tax would apply only to all tickets priced at \$2.01 or less. The proposed ordinance would amend Section 807 to extend the exemption from the \$0.50 tax for tickets priced at \$12.99 or less for the first 42,500 paid admissions at each event to be effective indefinitely from the time that the proposed ordinance is adopted. Previous exemptions have been for one year periods that had to be renewed annually by ordinances approved by the Board of Supervisors.

2. The Stadium Operator Admission Tax was established in 1971 to partially finance the expansion of Candlestick Park. The Giants report that a) the stadium expansion of 1970 was exclusively for the accommodation of football; b) between 1970 and 1979, attendance in excess of pre-expansion capacity (approximately 42,500) occurred on only 15 occasions totalling only 118,526 tickets with total additional ticket sales from the expansion resulting in approximately \$511,600 of additional revenue; c) during this same time period (1970-79), the Giants generated approximately \$2,064,046 in Stadium Operator Admission Tax revenues. Since 1980, the Giants have exceeded pre-expansion capacity on only 46 dates (10 of these dates were in the 1989 season which had total attendance of 2,370,126 including 310,297 for 3 playoff games and 2 World Series games).

3. Prior to 1977, exemptions from this Stadium Operator Admission Tax had a minor impact on revenues and were primarily limited to tickets priced at \$2.01 or less. From 1977 through 1987, the ticket prices to be exempt rose several times. During 1988 and 1989, the exemption was on tickets of \$12.99 or less for the first 42,500 paid admissions at each event. Tickets sold in excess of 42,500 at each event were subject to the \$0.50 tax. The proposed ordinance would indefinitely extend the exemption for tickets priced at \$12.99 or less for the first 42,500 paid admissions.

Memo to Finance Committee
January 31, 1990

4. Actual revenues to the Candlestick Park Fund from the \$0.50 Stadium Operator Admission Tax from FY 1984-85 through FY 1989-90 have been as follows:

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	
49ers	\$368,587	\$302,076	\$304,561	\$306,400	\$349,089	\$341,000	****
Giants	0	0	0	87,636*	11,094**	176,259	***
Monsters of Rock Concert					<u>32,500</u>		
Total	<u>\$368,587</u>	<u>\$302,076</u>	<u>\$304,561</u>	<u>\$394,036</u>	<u>\$392,683</u>	<u>\$517,259</u>	

* Reflects Admission Tax payments on playoff games which had ticket prices exceeding \$9.99.

** Reflects Admission Tax payments for those tickets sold for all seats in excess of 42,500 at each game.

*** Reflects Admission Tax payments for those tickets sold for all seats in excess of 42,500 at each game and for playoff and World Series games which had ticket prices exceeding \$12.99.

**** Estimate from Recreation and Park Department for 1989-90 season.

5. Budgeted financing of Candlestick Park from FY 1984-85 through FY 1989-90 is as follows:

<u>Source of Funds</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
General Fund	0	0	\$2,500,000*	\$2,600,000*	0	0
Hotel Room Tax	\$2,043,440	\$2,249,217	2,587,568	2,819,698	\$2,952,771	\$3,158,610
Admission Tax	270,000	275,000	300,000	300,000	315,000	335,000
49ers Ticket Surcharges	0	0	600,000	600,000	620,000	620,000
Concession Revenue	450,000	500,000	547,000	610,500	575,000	625,000
Stadium Rental	1,180,000	1,455,000	1,955,000	2,196,000	2,770,000	2,805,000
Parking Revenue	650,000	732,000	638,000	1,204,500	1,690,000	1,500,000
Resale of Utilities	250,000	250,000	342,000	359,000	340,000	555,718
Other	16,000	18,000	16,000	18,000	18,000	520,000 **
Prepaid Luxury Box Revenues			960,000	480,000	0	0
Unappropriated Revenue	<u>-482,816</u>	<u>2,036,645</u>	<u>308,462</u>	<u>-213,658</u>	<u>-365,000</u>	<u>-697,000</u>
Total	\$4,376,624	\$7,515,862	\$10,754,030	\$10,974,040	\$8,915,771	\$9,422,328

BOARD OF SUPERVISORS
BUDGET ANALYST

* To provide funds for Capital Improvement and Facilities Maintenance Projects in accordance with the 5-year renovation agreement entered into between the City and the 49ers in 1985.

** Other revenues in 1989-90 include budgeted funds from Sony Corporation for scoreboard (\$300,000) and estimate for revenues from special events (\$200,000).

6. Ticket prices for the Giants in 1990 are \$2.50, \$7.00, \$9.00, \$10.00 and \$11.00 which represents a \$1.00 increase for lower reserved, upper box and lower box seats. Therefore, all tickets sold by the Giants, excluding those ticket in excess of 42,500 per game, and excluding playoff and World Series tickets which have a price exceeding \$12.99, are exempt from the Stadium Operator Admission Tax. Ticket prices for the 49ers will increase from \$25.00 to \$30.00 for all seats. In accordance with a 1985 agreement between the City and the 49ers, luxury boxes are exempt from the Stadium Operator Admission Tax.

7. The projected amount of annual revenue in 1990 from the Stadium Operator Admission Tax, (a) based on an exemption for all tickets sold at \$2.01 or less (which would result if this proposed ordinance were not approved), and (b) based on an exemption for all tickets sold at \$12.99 or less (which would result if this proposed ordinance were approved), and (c) based on 1989 attendance figures, is as follows:

Projected 1990 Stadium Operator Admission Tax Revenues

	If exemption of tax is on all tickets of \$2.01 or less (If this proposed legislation is not approved)	If exemption of tax is on all tickets of \$12.99 or less for the first 42,500 paid admissions at each event (If this proposed legislation is approved)	Estimated Additional Revenues to the City (If this proposed legislation is not approved)
49ers	\$341,000	\$341,000	0
Giants	<u>1,029,914</u>	<u>21,111*</u>	<u>\$1,008,803</u>
Total	\$1,370,914	\$362,111	\$1,008,803

*Based on tickets sold for all seats in excess of 42,500 at each event and not including possible playoffs or World Series games.

Recommendation

Providing for an exemption of the \$0.50 Stadium Operator Admission Tax on all tickets priced at \$12.99 or less for the first 42,500 paid admissions at each event is a policy matter for the Board of Supervisors. As noted above, if this legislation is approved, (a) this would result in a reduction in City revenues of an estimated \$1,008,803 annually and (b) for the first time this legislation would not be sunset legislation. Rather, the exemption would continue indefinitely unless changed by ordinance of the Board of Supervisors.

Item 7 - File 100-89-1.9

Departments: Parking Authority

Item: Release of reserve

Amount and Time: \$30,060

Description: In approving the 1989-90 Annual Budget for the Parking Authority, the Board of Supervisors appropriated \$60,120 in Services of Other Departments - Police Department for police protection on a overtime basis at the Mission-Bartlett parking facility, but reserved \$30,060 which represented the costs of such services for the six-month period from January 1, 1990 through June 30, 1990. During the first six months of fiscal year 1989-90, the Parking Authority was to develop a more economical method of providing the protection needed for the Mission-Bartlett parking facility.

However, as requested by Mr. Phil Chin, Director of the Parking Authority, the proposed release of \$30,060 is to increase funds for the Parking Meter Program operated by the Department of Public Works, a different program from the intended use for the funds appropriated but reserved.

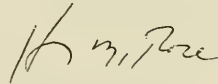
Comments: 1. According to the Controller's Office, the Parking Authority must submit a supplemental appropriation request along with the current request for the release of reserve in order to use the reserved funds for services of the Department of Public Works-Engineering for the Parking Meter Program. The \$30,060 currently reserved can only be used for the intended purpose of police protective services unless the funds are reappropriated for a different purpose.

2. Mr. Chin advises that he will request the Finance Committee to continue the request to release the reserve to the call of the Chair.

Recommendation: Continue the reserve of \$30,060.

Item 8 - File 48-90-1

The proposed resolution authorizing a settlement of an unlitigated claim is a legal matter under the responsibility of the City Attorney's Office. The Budget Analyst does not normally review and report on such items.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Ward
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Nelder
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

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2/7/90

Action Taken

CALENDAR
MEETING OF
FINANCE COMMITTEE

DOCUMENTS RECEIVED

FEB 13 1990

ALL FINANCE DOCUMENTS
TO BE FILED BY

Board of Supervisors
City and County of San Francisco

Wednesday, February 7, 1990 - 2:00 P.M.

Room 228, City Hall

Present: Supervisors Walker and Hallinan

Absent: Supervisor Ward

Acting Clerk: Kay Gulbengay

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 106-89-4. To consider the submission of a plan from Civil Service Commission regarding examination and classification functions. (Supervisor Walker)
(Continued from 1/24/90)

ACTION: Continued to February 28, 1990.

2. File 97-90-2. [Settlement of Claim] Ordinance amending the San Francisco Administrative Code by amending section 10.21 thereof to permit the City Attorney or a staff member designated by the City Attorney to settle unlitigated claims of under \$5,000 without the approval of the head of the Department or the Board or Commission in charge of the Department. (City Attorney)
(Continued from 1/24/90)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted and further amended on page 1 line 28 after "commission" by adding "and the Board of Supervisors"; on page 1 line 29 by deleting "listing claims settled for an amount not in excess of \$5,000 during that month. In addition ((T)) the City Attorney shall submit, on a"; and on page 2 line 1 by deleting "quarterly basis, a confidential attorney-client report to the Board of Supervisors listing claims settled for an amount not in excess of \$5,000 during that quarter." Recommended as amended.

3. File 97-90-2. [Revolving Fund] Ordinance amending the San Francisco Administrative Code by adding Sections 10.20-9 and 10.136-1 thereto to authorize the City Attorney to settle and pay claims, judgments and demands made prior to presentment as claims that do not exceed \$5,000 and to establish a revolving fund. (City Attorney)
(Continued from 1/124/909)

ACTION: Hearing held. Recommended.

4. File 101-89-77. [Government Funding] Ordinance appropriating \$175,000, City Attorney, for claims and judgments revolving fund. RO #9189 (Controller)

ACTION: Hearing held. Recommended.

5. File 127-90-1. [Stadium Operator Admission Tax] Ordinance amending Part III, San Francisco Municipal Code, by amending Section 807 thereof, providing an exemption from the payment of the Stadium Operator Admissions Tax, by extending indefinitely the exemption from the payment of Admissions Taxes on tickets sold at \$12.99 or less. (Supervisor Gonzalez)

ACTION: Hearing held. Amended on page 1 line 4 after "extending" by deleting "indefinitely" and inserting "for two years, through December 31, 1991,"; on page 2 line 4 by deleting "1988" and inserting "1990"; on page 2 line 5 by deleting "1989" and inserting "1991". New Title: Amending Part III, San Francisco Municipal Code, by amending Section 807 thereof, providing an exemption from the payment of the Stadium Operator Admissions Tax, by extending for two years, through December 31, 1991, the exemption from the payment of admissions taxes on tickets sold at \$12.99 or less." Recommended as amended.

6. File 101-89-78. [Government Funding] Ordinance appropriating \$19,000, Police Department, for program project budget (overtime - uniformed force). RO #9188 (Controller)

ACTION: Hearing held. Recommended.

7. File 101-89-79. [Government Funding] Ordinance appropriating \$113,500, Assessor, for overtime, contractual services, materials and supplies and services of Real Estate Department. (Controller) RO #9186

ACTION: Hearing held. Recommended.

8. File 101-89-80. [Government Funding] Ordinance appropriating \$313,675, Department Public Health, for permanent salaries-miscellaneous and related mandatory fringe benefits, professional services, other contractual services, travel, other services, telephone, materials and supplies, rental of property, equipment repair, data processing/word processing equipment and services of other departments - City Attorney; for the creation of eleven (11) positions. RO #9193 (Controller) (COMPANION TO THE FOLLOWING FILE)

ACTION: Hearing held. Amended on page 1 line 2 by replacing "\$313,675" with "250,212"; on page 1 line 6 by replacing "eleven (11)" with "ten (10)". New Title: "Ordinance appropriating \$250,212, Department Public Health, for permanent salaries-miscellaneous and related mandatory fringe benefits, professional services, other contractual services, travel, other services, telephone, materials and supplies, rental of property, equipment repair, data processing/word processing equipment and services of other departments - City Attorney; for the creation of ten (10) positions placing \$65,684 on reserve." Recommended as amended.

9. File 102-89-35. [Public Employment] Ordinance amending Ordinance No. 273-89 (Annual Salary Ordinance 1989-90) reflecting the addition of eleven positions in the Department of Public Health, Central Office. (Civil Service Commission) (COMPANION TO PRECEDING FILE) (Civil Service Commission)

ACTION: Hearing held. Amended on page 1 line 2 by replacing "eleven" with "ten" and further amended on line 2 after "Office" by adding "subject to availability of AB 75 revenues"; on line 25 by adding "Section 2. These positions are to be financed by AB 75 revenues received by the City and County from the State of California. The continuation of these positions is subject to the continued availability of AB 75 revenues." New Title: "Amending Ordinance No. 273-89 (Annual Salary Ordinance 1989-90) reflecting the addition of ten positions in the Department of Public Health, Central Office subject to availability of AB 75 revenues." Recommended as amended.

10. File 47-90-1. [Auto Detailing and Washing Fee Increase] Resolution authorizing an increase in fees for auto detailing and washing services at the Golden Gateway Garage. (Parking Authority)

ACTION: Hearing held. Recommended.

11. File 78-90-1. Resolution establishing the contribution to be made to the Health Service System by City and County, Unified School District and Community College District for fiscal year 1990-91. (Health Service System)

ACTION: Hearing held. Recommended.

12. File 82-90-1. [Acceptance of Landscaping Easement] Resolution authorizing execution of an agreement and acceptance of a grant of easement from the State of California, for the construction and maintenance of landscaping along the boundaries of the State's National Guard Armory (Oceanside Water Pollution Plant); and adopting findings pursuant to City Planning Code Section 101.1. (Real Estate Department)

ACTION: Hearing held. Recommended.

13. File 45-90-2. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Ellen Sarbone against the City and County by payment of \$40,000. (City Attorney) (Superior Court No. 879-178)

ACTION: Recommended.

14. File 45-90-3. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Gregorio Lagman against the City and County by payment of \$10,000. (City Attorney) (Superior Court No. 884-958)

ACTION: Recommended.

15. File 48-90-2. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of California State Automobile Association (insured Denise Runge) in the sum not to exceed \$5,219.17. (City Attorney)

ACTION: Recommended.

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CITY AND COUNTY



OF SAN FRANCISCO

10
BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

February 7, 1990

TO: Finance Committee

FROM: Budget Analyst

SUBJECT: February 7, 1990 Finance Committee Meeting

DOCUMENTS DEPT.

FEB 8 1990

SAN FRANCISCO
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Item 1 - File 106-89-4

Note: This item was continued at the January 24, 1990 Finance Committee meeting.

1. This is a hearing to consider the submission of a report from the Civil Service Commission regarding examination and classification functions.

2. At the July 12, 1989 Finance Committee meeting, the Finance Committee requested that the Civil Service Commission work with the Mayor's Office, the Controller and the CAO to develop a plan for examination and classification functions.

3. The Civil Service Commission submitted a report to the Finance Committee on November 14, 1989 addressing the personnel problems related to the backlog in the Civil Service Examination and Classification Programs. The report included a survey of all City department heads to collect information concerning vacant positions, eligibility lists that are due to expire, priorities for developing and administering exams, etc. On December 7, 1989 the Civil Service Commission submitted a Civil Service Management Action Plan outlining a multi-year program to implement the recommendations contained in the original report.

4. The report submitted by the Civil Service Commission identified a number of problems affecting personnel management activities throughout the City and County. A partial list of these problems as reported by the Civil Service Commission includes:

- 1) The classification system is seriously out-of-date, and, in too many cases, does not reflect current work assignments.
- 2) The present classification structure requires a large number of exams.
- 3) The present staffing level in the Examination Unit has been insufficient to produce the exams needed to maintain current eligible lists.
- 4) Present examination procedures do not give significant consideration to actual job performance, either in setting eligibility to take exams or in ranking on eligibility lists.
5. The Civil Service Management Action Plan proposes a number of steps to solve the identified problems: These steps include conducting a multi-phase Classification Study, the hiring of eight additional staff for the Classification Unit, the hiring of 20 additional examination analysts and a study by the Civil Service Commission on possible changes in the personnel provisions of the Charter. The cost of the plan in Fiscal Year 1989-90 is estimated to be \$1,177,149. The total estimated cost of the plan from Fiscal Year 1989-90 through Fiscal Year 1997-98 is \$18,304,915. The average cost for the program per year would be approximately \$2,033,900. A summary of the Civil Service Management Action Plan is attached.

Comments

1. The Budget Analyst notes that in its present form the Civil Service Management Action Plan would represent a substantial increase in the budget and personnel of the Civil Service Commission. The staff of the Examination Unit would increase 63 percent from the current level of 41 FTEs to 67 FTEs. The staff of the Classification Unit would almost double from 8.2 FTEs to 16.2 FTEs. The average cost of this proposal is \$2,033,900 per year over the 9-year period of the proposal. If the average per year cost of \$2,033,900 is added to the current \$6,514,758 Fiscal Year 1989-90 budget of the Civil Service Commission, the total budget would be \$8,548,658. This would represent a 31.2 percent increase over the current Fiscal Year 1989-90 budget.

2. Civil Service Commission staff indicate that it is difficult to calculate the amount of any financial savings that would accrue to the City through the implementation of the Civil Service Management Action Plan. Mr. Al Walker notes that there could be some reduction in costs in that a streamlined and up-to-date Civil Service system would result in fewer lawsuits and grievances being brought against the City.

3. The proposed Classification Study would correct the problem of employees working out of class, realign salaries based upon more objective factors and provide accurate data for pay equity purposes. This could either increase or decrease the City's personnel costs. For those relatively small number of employees in "A" classes (employees in positions that have not yet been formally classified but which have been funded) the result of the Classification Study could be that these employees should be in lower classes and the City would get a savings in personnel costs. However, one of the results of the Classification Study could be that a far larger number of employees are determined to be underpaid and this would result in much higher personnel costs for the City.

4. Another result of the proposed Classification Study could be the consolidation of a large number of classes. If the number of classes were reduced (there are currently 1,648 classifications subject to examination in the City), then the Civil Service Commission would have to administer fewer examinations. This should eventually lead to some cost savings for the City.

5. The implementation of the Civil Service Commission Action Plan would lead to a reduction in the number of provisional employees (unless the employee was a permanent employee in another class). The City does not pay retirement benefits for provisional employees and only pays Health Insurance after six months of employment. A reduction in the number of provisional employees and a corresponding increase in permanent employees would result in higher personnel costs for the City because the City would then have to pay retirement benefits and provide Health Insurance for an employees after the first six months.

6. Ms. Dorothy Yee of Civil Service reports that there have been 1,121 temporary personnel appointments made since July 1, 1989 due to the absence of a Civil Service eligible list from which to draw candidates. Ms. Yee states that these appointments are not just for positions authorized in Fiscal Year 1989-90 but include positions that were authorized in previous years. The Civil Service Commission was unable to provide a breakdown for the number of temporary employees hired to date of the 1,208 authorized new positions in the Fiscal Year 1989-90 Budget.

7. Any cost increases in the Civil Service budget, which may ultimately be approved by the Mayor and submitted to the Board of Supervisors, would be analyzed in detail by the Budget Analyst.

CIVIL SERVICE COMMISSION MANAGEMENT ACTION PLAN

EXECUTIVE SUMMARY

TABLE II

PROGRAM	START-UP (1989-90)	PHASE 1 (1990-91)	PHASE 2 (1991-92)	PHASE 3 (1992-93)	PHASE 4 (1993-94)	PHASE 5 (1994-95)	PHASE 6 (1995-96)	PHASE 7 (1996-97)	PHASE 8 (1997-98)
CLASS	Review of CSC — Rules — Class Rule — Status Rule — Layoff Rule Recruit, Select & Train new Staff Issue RFP & Select Contractor	Occupation Series — Data Processing — Accounting — Executive & Admin — Revenue — Engineering & Rel — Planning	Occupation Series — Clerical — Office Related — Purchasing — Food Service — Housekeeping	Occupation Series Health Services: — Hospital — Medical — Nursing — Laboratory — Public Health — Inspection	Occupation Series — Municipal Railway — Airport — Port — Labor & Trades — Gardening	Occupation Series — Soc. & Human Svc — Recreational — Cultural — Instructional Aides — Librarians — Legal, Protect. & — Detention	Full Cyclical Maintenance	Full Cyclical Maintenance	Full Cyclical Maintenance
EXAMS NEW	Recruit, Select, & Train New Staff	— Data Processing — Accounting — Executive & Admin — Purchasing — Food Service — Revenue — Engineering & Rel. — Planning	— Clerical — Office Related — Purchasing — Food Service — Housekeeping	Health Services: — Hospital — Medical — Nursing — Laboratory — Public Health — Inspection	— Municipal Rail — Airport — Port — Labor & Trades — Gardening	— Social & Human — Services — Recreational — Cultural — Librarians — Legal, Protect. & — Detention	Full Cyclical Maintenance	Full Cyclical Maintenance	Full Cyclical Maintenance
MAINT	Catch-up (90 Exams) Ongoing 166 Exams	Catch-up Ongoing 175 Exams	Yr 1 Class Study (200 Exams) Ongoing 175 Exams	Yr 2 Class Study (200 Exams) Ongoing 175 Exams	Yr 3 Class Study (200 Exams) Ongoing 175 Exams	Yr 4 Class Study (200 Exams) Ongoing 175 Exams	Yr 5 Class Study (200 Exams) Ongoing 175 Exams	Full Cyclical Maintenance Phase 2 & 4 Classes	Full Cyclical Maintenance Phase 1, 3 & 5 Classes
ADDITIONAL RESOURCES EXAM:	** 26 FTE \$659,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	13 FTE \$659,430	13 FTE \$659,430
Contract Svc	\$164,201	\$108,050	\$108,050	\$108,050	\$108,050	\$108,050	\$108,050	\$88,175	\$88,175
Support	** 8 FTE \$249,503	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006	8 FTE \$499,006
Contract Svc	\$104,015	\$88,641	\$88,641	\$88,641	\$88,641	\$88,641	\$88,641	\$46,141	\$46,141
Support									
SUMMARY TOTAL:	\$1,177,149	\$2,414,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,071,627	\$1,292,752	\$1,292,752

** includes one time only costs.

Items 2, 3 and 4 - Files 97-90-1, 97-90-2 and 101-89-77

Note: This item was continued at the January 24, 1990 Finance Committee meeting.

Department: City Attorney

Items: Ordinance (File 97-90-1) to amend Section 10.21 of the San Francisco Administrative Code to permit the City Attorney or a staff member designated by the City Attorney to settle unlitigated claims of under \$5,000 without the approval of the head of the Department or the Board or Commission in charge of the Department.

Ordinance (File 97-90-2) to add Sections 10.20-9 and 10.136-1 to the San Francisco Administrative Code to authorize the City Attorney or a staff member designated by the City Attorney to settle and pay claims, judgments of litigated claims and demands made prior to presenting as claims that do not exceed \$5,000 and to establish a revolving fund.

Supplemental Appropriation Ordinance (File 101-89-77) to reappropriate \$175,000 for a new Claims and Judgement Revolving Fund.

Amount: \$175,000

Source of Funds: Controller's Claims and Judgment Account

Description: The proposed ordinances (Files 97-90-1 and 97-90-2) would amend Section 10.21 and add Sections 10.20-9 and 10.136-1 to the San Francisco Administrative Code to simplify the approval of settlement of unlitigated claims under \$5,000, create a cash revolving fund entitled Claims and Judgment Revolving Fund, and authorize payment of claims, judgments or demands under \$5,000 from the revolving fund. Funding for the Claims and Judgment Revolving Fund is being requested in a companion supplemental appropriation ordinance (File 101-89-77).

Amendments to Section 10.21 would permit processing settlements without approval of the department head, board or commission. Instead the settlement would be approved by the City Attorney or by a designee and paid from a cash revolving fund without Controller certification, since funds in a revolving fund do not require such certification. The

BOARD OF SUPERVISORS
BUDGET ANALYST

proposed amendment to Section 10.21 would remain in effect for one year from the date of adoption, and would be repealed as of that date if new legislation to continue the amendment were not separately approved.

The newly proposed Section 10.20-9 would authorize payment of claims, judgments or demands under \$5,000 by the City Attorney or a person designated by the City Attorney from the newly created Cash Revolving Fund under Section 10.136-1. Claims, judgments and demands include both litigated and unlitigated claims and matters before small claims court.

Litigated and unlitigated claims processed during 1989 by the City Attorney and various City Departments with the major bulk of claims (Recreation and Park, Public Works, Police, Fire, Sheriff and Public Health) were as follows:

Processed Litigated Claims Under \$5,000

	<u>Number of Claims</u>	<u>Total Cost</u>
January - March, 1989	21	\$54,741
April - June, 1989	17	36,474
July - September, 1989	17	43,332
October - December, 1989	<u>7</u>	<u>14,250</u>
Total Litigated Claims	62	\$148,797

Processed Unlitigated Claims Under \$5,000

January - March, 1989	615	\$216,427
April - June, 1989	240	104,062
July - September, 1989	563	331,279
October - December, 1989	<u>327</u>	<u>194,203</u>
Total Litigated Claims	1,745	\$845,971

The newly proposed Section 10.136-1 would establish a Cash Revolving Fund - Bureau of Claims of the Office of the City Attorney in the amount of \$175,000.

Comments:

1. Proposition A, approved by the voters on June 3, 1986 established a Bureau of Claims Investigation in the City Attorney's Office and authorized by ordinance the establishment of a revolving fund to settle demands against the City.

2. According to Mr. Ray King of the City Attorney's Bureau of Claims, claims under \$5,000 are taking up to seven months to obtain approvals and complete their payment process in the Controller's Office. Presently, claims are reviewed by the City Attorney at three separate stages, and by the Department involved at two separate stages before authorizing the Controller to pay the claim. Mr. King reports that most of the time is spent by the departments conducting a study on the claim, awaiting calendaring of the item for the commission and processing the vouchers through the Controller's Office. According to Mr. King, he is working with the departments to attempt to reduce the amount of time required to conduct the initial study on each claim.

3. Mr. King estimates that the time for claim processing and payment can be reduced up to four months with an appropriate reduction of staff time at both the Bureau of Claims and at the affected city department. Mr. King advises that the City is able to save money on such individual claims if they can be reviewed promptly and paid expeditiously because many claimants would rather accept a lesser amount in cash than to wait several months for their money or to go to court. Mr. King indicates that one clerical position might be eliminated as the result of decreasing the time necessary to process small claims. The elimination of one 1424 Clerk Typist based on current salary rates would save \$30,347 annually in salary and fringe benefit costs.

4. MUNI and Water Department claims remain under the separate jurisdiction of the Public Utilities Commission (PUC) and would not be affected by this proposed legislation. MUNI has a separate revolving fund totalling \$300,000 from which claims up to \$15,000 may be paid by the Department. The Water Department has a smaller revolving fund totalling \$5,000 from which claims up to \$1,500 are paid by the Department. PUC is advised quarterly as to the claims paid out by MUNI and the Water Department.

5. The Police, Fire and Recreation and Park Commissions, the Department of Public Works, the Department of Public Health and the Sheriff support the proposed legislation. These Commissions and Departments agree to waive their approval authority for unlitigated claims under \$5,000 for one year from the date of adoption for the proposed legislation. This one-year trial period should allow sufficient time to review the effects of revising the City's process to settle and pay claims under \$5,000. If the new process is not satisfactory, the approval of such claims would be returned to the appropriate Departments and Commissions.

6. Based on the discussion at the January 24, 1990 Finance Committee meeting, Mr. King reports that he reviewed the 1,745 unlitigated claims processed during 1989 that were under \$5,000. Of the 1,745 claims, 1,515, or 86.8 percent of these claims were \$1,000 or less. The specific breakdown in \$500 increments of the 1,745 unlitigated claims is as follows:

<u>Amount of Claim</u>	<u>Number of Claims</u>
\$0 - \$500	1,388
501 - 1000	127
1001 - 1500	71
1501 - 2000	32
2001 - 2500	36
2501 - 3000	33
3001 - 3500	19
3501 - 4000	16
4001 - 4500	12
4501 - 5000	<u>11</u>
Total	1,745

7. Mr. King indicates that an amendment of the whole will be presented at the February 7, 1990 Finance Committee meeting which would require that the City Attorney's Office provide monthly reports to each City department itemizing each of the claims processed during the previous month. These reports would be similar in format to the quarterly reports that the City Attorney's Office currently provides to the Board of Supervisors.

Recommendation: Amend the proposed legislation to stipulate that, should the proposed change in the processing of claims less than \$5,000 be continued after the initial, one-year trial period, one 1424 Clerk Typist position be eliminated in the City Attorney's Bureau of Claims and approve the proposed ordinances as amended.

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Item 5 - File 127-90-1

Note: This item was continued by the Finance Committee at its meeting of January 31, 1990.

1. For the period from January 1 through December 31, 1989, Section 807 of Article II, Part III of the San Francisco Municipal Code provided for an exemption from the \$0.50 Stadium Operator Admission Tax for tickets priced at \$12.99 or less for the first 42,500 paid admissions to any single event. After December 31, 1989, the exemption from the \$0.50 tax would apply only to all tickets priced at \$2.01 or less. The proposed ordinance would amend Section 807 to extend the exemption from the \$0.50 tax for tickets priced at \$12.99 or less for the first 42,500 paid admissions at each event to be effective indefinitely from the time that the proposed ordinance is adopted. Previous exemptions have been for one year periods that had to be renewed annually by ordinances approved by the Board of Supervisors.

2. The Stadium Operator Admission Tax was established in 1971 to partially finance the expansion of Candlestick Park. The Giants report that a) the stadium expansion of 1970 was exclusively for the accommodation of football; b) between 1970 and 1979, attendance in excess of pre-expansion capacity (approximately 42,500) occurred on only 15 occasions totalling only 118,526 tickets with total additional ticket sales from the expansion resulting in approximately \$511,600 of additional revenue; c) during this same time period (1970-79), the Giants generated approximately \$2,064,046 in Stadium Operator Admission Tax revenues. Since 1980, the Giants have exceeded pre-expansion capacity on only 46 dates (10 of these dates were in the 1989 season which had total attendance of 2,370,126 including 310,297 for 3 playoff games and 2 World Series games).

3. Prior to 1977, exemptions from this Stadium Operator Admission Tax had a minor impact on revenues and were primarily limited to tickets priced at \$2.01 or less. From 1977 through 1987, the ticket prices to be exempt rose several times. During 1988 and 1989, the exemption was on tickets of \$12.99 or less for the first 42,500 paid admissions at each event. Tickets sold in excess of 42,500 at each event were subject to the \$0.50 tax. The proposed ordinance would indefinitely extend the exemption for tickets priced at \$12.99 or less for the first 42,500 paid admissions.

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4. Actual revenues to the Candlestick Park Fund from the \$0.50 Stadium Operator Admission Tax from FY 1984-85 through FY 1989-90 have been as follows:

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	
49ers	\$368,587	\$302,076	\$304,561	\$306,400	\$349,089	\$341,000	****
Giants	0	0	0	87,636*	11,094**	176,259	***
Monsters of Rock Concert					<u>32,500</u>		
Total	<u>\$368,587</u>	<u>\$302,076</u>	<u>\$304,561</u>	<u>\$394,036</u>	<u>\$392,683</u>	<u>\$517,259</u>	

* Reflects Admission Tax payments on playoff games which had ticket prices exceeding \$9.99.

** Reflects Admission Tax payments for those tickets sold for all seats in excess of 42,500 at each game.

*** Reflects Admission Tax payments for those tickets sold for all seats in excess of 42,500 at each game and for playoff and World Series games which had ticket prices exceeding \$12.99.

**** Estimate from Recreation and Park Department for 1989-90 season.

5. Budgeted financing of Candlestick Park from FY 1984-85 through FY 1989-90 is as follows:

<u>Source of Funds</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
General Fund	0	0	\$2,500,000*	\$2,600,000*	0	0
Hotel Room Tax	\$2,043,440	\$2,249,217	2,587,568	2,819,698	\$2,952,771	\$3,158,610
Admission Tax	270,000	275,000	300,000	300,000	315,000	335,000
49ers Ticket Surcharges	0	0	600,000	600,000	620,000	620,000
Concession Revenue	450,000	500,000	547,000	610,500	575,000	625,000
Stadium Rental	1,180,000	1,455,000	1,955,000	2,196,000	2,770,000	2,805,000
Parking Revenue	650,000	732,000	638,000	1,204,500	1,690,000	1,500,000
Resale of Utilities	250,000	250,000	342,000	359,000	340,000	555,718
Other	16,000	18,000	16,000	18,000	18,000	520,000 **
Prepaid Luxury Box Revenues			960,000	480,000	0	0
Unappropriated Revenue	<u>-482,816</u>	<u>2,036,645</u>	<u>308,462</u>	<u>-213,658</u>	<u>-365,000</u>	<u>-697,000</u>
Total	\$4,376,624	\$7,515,862	\$10,754,030	\$10,974,040	\$8,915,771	\$9,422,328

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- * To provide funds for Capital Improvement and Facilities Maintenance Projects in accordance with the 5-year renovation agreement entered into between the City and the 49ers in 1985.
- ** Other revenues in 1989-90 include budgeted funds from Sony Corporation for scoreboard (\$300,000) and estimate for revenues from special events (\$200,000).

6. Ticket prices for the Giants in 1990 are \$2.50, \$7.00, \$9.00, \$10.00 and \$11.00 which represents a \$1.00 increase for lower reserved, upper box and lower box seats. Therefore, all tickets sold by the Giants, excluding those ticket in excess of 42,500 per game, and excluding playoff and World Series tickets which have a price exceeding \$12.99, are exempt from the Stadium Operator Admission Tax. Ticket prices for the 49ers will increase from \$25.00 to \$30.00 for all seats. In accordance with a 1985 agreement between the City and the 49ers, luxury boxes are exempt from the Stadium Operator Admission Tax.

7. The projected amount of annual revenue in 1990 from the Stadium Operator Admission Tax, (a) based on an exemption for all tickets sold at \$2.01 or less (which would result if this proposed ordinance were not approved), and (b) based on an exemption for all tickets sold at \$12.99 or less (which would result if this proposed ordinance were approved), and (c) based on 1989 attendance figures, is as follows:

Projected 1990 Stadium Operator Admission Tax Revenues

	If exemption of tax is on all tickets of \$2.01 or less (If this proposed legislation is not approved)	If exemption of tax is on all tickets of \$12.99 or less for the first 42,500 paid admissions at each event (If this proposed legislation is approved)	Estimated Additional Revenues to the City (If this proposed legislation is not approved)
49ers	\$341,000	\$341,000	0
Giants	<u>1,029,914</u>	<u>21,111*</u>	<u>\$1,008,803</u>
Total	\$1,370,914	\$362,111	\$1,008,803

*Based on tickets sold for all seats in excess of 42,500 at each event and not including possible playoffs or World Series games.

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Recommendation

Providing for an exemption of the \$0.50 Stadium Operator Admission Tax on all tickets priced at \$12.99 or less for the first 42,500 paid admissions at each event is a policy matter for the Board of Supervisors. As noted above, if this legislation is approved, (a) this would result in a reduction in City revenues of an estimated \$1,008,803 annually and (b) for the first time this legislation would not be sunset legislation. Rather, the exemption would continue indefinitely unless changed by ordinance of the Board of Supervisors.

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Item 6 - File 101-89-78

Department: Police

Item: Supplemental Appropriation Ordinance for Police overtime at the Oceanview Playground.

Amount: \$19,000

Purpose: To provide a safe and drug free environment for the Police Activities League (PAL) recreation program at the Oceanview Playground.

Source of Funds: Narcotics Forfeiture and Asset Seizure Fund

Description: The proposed \$19,000 appropriation would fund overtime salaries for San Francisco Police Officers, working on an overtime basis, to operate a PAL program at the Oceanview Playground. From March 1 through June 30, 1990, one Police Officer would work an average of four hours per day, including weekends. To assist the one Police Officer, a Senior PAL Cadet would work alongside the Officer.

Based on a total estimate of 628 hours of Police Officer overtime between March 1 and June 30, 1990, the cost for the Program is as follows:

Overtime Normal	- 262 Hours @ \$29.475	\$7,722
Overtime Premium	- <u>366 Hours</u> @ \$30.705	<u>11,238</u>
Total	628 Hours	\$18,960

The \$18,960 estimate was rounded to the proposed \$19,000 supplemental appropriation request. Premium Overtime rates represent the cost of evening hours after 5 p.m.

PAL is a non-profit charitable and educational corporation which provides supervised youth recreational activities and services. PAL is primarily supported by private contributions, raised from fundraisers and telephone solicitations. The PAL Program at the Oceanview Playground places uniformed Police Officers at the Playground in connection with PAL recreation and activities programs to provide a visible deterrent to drug dealing at the playground, to perform actual law enforcement, primarily drug traffic-related and to participate in the PAL recreation activities. PAL recreation activities include basketball, boxing, karate, tennis, track and field and PAL will be starting team handball shortly.

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Approximately 150 youth currently participate in PAL recreational activities at the Oceanview Playground.

Comments:

1. The PAL Oceanview Playground Program began in November, 1988 in an effort to clean up the drug dealing problems at the Oceanview Playground. Before the Program began, the playground gymnasium was a meeting place for drug dealers and their clients and the restrooms were used by the drug dealers to store their drugs. According to Captain Philpot, the Police Department's Coordinator for the PAL Program at the Oceanview Playground, the Playground is generally "clean" of drug dealing problems, although there are some drug dealing activities that have recently occurred.

2. Initially, the Board of Supervisors approved a \$35,000 supplemental appropriation (File 101-88-24) from the Narcotics Forfeiture Fund to provide one half of the costs for the first year of the Program. The \$35,000 balance of the first year's funding was to come from PAL's private donations. However, PAL was unsuccessful in raising private donations for this Program and it was determined that if this Program was to continue, additional City funds were required.

3. In April, 1989, the Board of Supervisors approved a \$58,000 supplemental appropriation (File 101-88-93) from the Narcotics Forfeiture Fund to provide additional funding for this Program from March 1989 through December 1989. Under this Program, two Police Officers were funded for an average of eight hours per day, including weekends. According to Captain Philpot, the \$58,000 appropriation will be able to continue the funding of this Program through the end of February, 1990 (an additional two months), because the staffing at the Oceanview Playground was reduced from two Police Officers to one Police Officer during the months of November, December and part of January.

4. The regular PAL recreation program is comprised mainly of Police Officers who donate their off-duty time (not in uniform). The primary duty of the proposed uniformed officers at the Oceanview Playground is law enforcement in addition to the recreational activities. According to Captain Philpot, although PAL has continued to try to raise private funds for the Oceanview Program, one of the difficulties in raising private contributions for this Program is because the officers are uniformed Police Officers primarily responsible for law enforcement rather than off-duty officers working with the youth on recreational activities.

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5. In December, 1989, the Board of Supervisors approved the Mayor's Criminal Justice Council (MCJC) policies and procedures recommendations on the Narcotics Forfeiture Fund. The Board also requested that specific funding recommendations be brought before the Board of Supervisors in the form of supplemental appropriation ordinances. One of MCJC's funding recommendations was that \$25,000 be approved for the continuation of the Police Athletic League's Oceanview Playground from March 1, 1990 through June 30, 1990. The \$25,000 amount was reduced to \$19,000 because only one Police Officer position is being proposed and the previous appropriation of funds will continue to fund the Program through the end of February, 1990. PAL is proposing that its Senior Cadets, who are part of PAL's law enforcement cadet program, will participate in the proposed continuation of the PAL Oceanview Playground Program.

6. As of January 24, 1990, the Police Department reports that the Narcotics Forfeiture and Asset Seizure Fund had an unappropriated fund balance of \$291,852. The proposed \$19,000 appropriation, if approved, would reduce the Narcotics Forfeiture Fund balance to \$272,852.

Recommendation: Approve the proposed ordinance.

Item 7 - File 101-89-79

Department: Assessor's Office
Real Estate Department

Item: Supplemental Appropriation Ordinance

Amount: \$113,500

Source of Funds: General Fund

Description: The proposed Supplemental Appropriation Ordinance would appropriate funds for the Assessor's Office for overtime, auto mileage, contractual services, materials and supplies and services of the Real Estate Department.

The Assessor's Office is requesting this supplemental appropriation in order to complete the Property Tax Relief Program. The Property Tax Relief Program allows residents of the City, whose property was damaged during the earthquake of October 17, 1989, to file a claim with the Assessor's Office for deferral of the December 10, 1989 installment of real property taxes and to obtain a reduction of the assessed values of damaged properties.

In order to effect a reduced assessment, each property must be inspected and reappraised by the Assessor's staff. After reappraisal, the reassessment is posted to a special "Q" ("Quake") roll and a new tax bill is mailed to the property owner. After receipt of the new tax bill, the owner has 30 days to pay the reduced taxes. Until receipt of the new tax bill at the reduced rate, the taxes are deferred.

The Assessor's Office reports that approximately 2,000 property owners have filed claims of relief with the Assessor's Office. The Assessor's Office, at this time, has been able to complete approximately 1,000 reassessments. In order to complete the remaining 1,000 pending reassessments in a timely manner, the Assessor's Office is requesting that five full-time temporary appraisers be hired via an interdepartmental work order with the Real Estate Department. Since it has been the experience of the Assessor's Office that each appraiser can reassess five properties per day, the assessors would be needed for 8 weeks to reassess the remaining 1,000 properties (5 employees x 5 properties/day x 5 days/per week x 8 weeks). The cost of hiring the appraisers would be \$52/hour x 8 hrs/day x 5 days/week x 5 appraisers x 8 weeks. This total would be \$83,200.

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In addition to hiring the five appraisers, the Assessor's Office is seeking funds for overtime for the Executive Secretary of the Administrative Division, materials and supplies associated with the Property Tax Relief Program, and auto mileage reimbursement related to the inspections of the earthquake-damaged properties. The Assessor's Office is also seeking \$16,000 for an interdepartmental work order with the Department of Public Works to repair CAL OSHA electrical violations in the Assessor's Office which were revealed in the CAL OSHA safety inspection after the earthquake. The total supplemental appropriation is as follows:

<u>Item</u>	<u>Amount</u>
Work Order - Real Estate Dept.	\$ 83,200
Work Order - Dept. of Public Works	16,000
Overtime Pay	5,300
Auto Mileage Reimbursement (.25/mile x 12,000 miles)	3,000
Computer Printouts	4,650
Other Materials and Supplies	<u>1,350</u>
Total Supplemental Appropriation	<u>\$113,500</u>

Comments:

1. Mr. Matthew Ashe of the Assessor's Office reports that the funds included in this Supplemental Appropriation Ordinance, with the exception of the repairs for the electrical violations, will be included as part of the City's application for reimbursement from the Federal Emergency Management Agency (FEMA). At this time, there has been no indication from FEMA whether these costs will be eligible for reimbursement.

2. Mr. Ashe reports that the temporary employees would be hired on work-order from the Real Estate Department because the Assessor's Office does not have any eligible Civil Service lists for Real Property Appraisers. The Real Estate Department has several Real Property Officers that they can make available to perform these appraisals on a full and part-time basis and has candidates on a Civil Service list for Real Property Officers that can be hired to fill the remainder of the positions. Mr. Anthony Delucchi of the Real Estate Department states that the Real Estate Department has been able to shift assignments and priorities in order to accommodate the Assessor's Office request to provide staff assistance for the Property Tax Relief Program.

3. Mr. Ashe states that the hiring of the five temporary appraisers is necessary because the appraisers within the Assessor's Office who have been conducting the "Q" role reassessments must return to work on the regular property role. The five temporary appraisers would complete the approximately remaining 1,000 properties which still need reassessment and then, time allowing, reassess those properties whose owners have completed repairs.

4. The proposed Supplemental Appropriation Ordinance includes \$5,300 for overtime worked by the Executive Secretary of the Administrative Division. According to Mr. Ashe this employee functioned as Damage Control Officer for the Assessor's Office and handled and tracked all property owner damage relief claims. The \$5,300 is for approximately 200 hours of overtime @ \$17.51/hour x 1.5. As mentioned above, these funds have been included in the City's request for reimbursement from FEMA.

Recommendation: Approve the proposed ordinance.

Items 8 and 9 - Files 101-89-80 and 102-89-35

Department: Department of Public Health (DPH),
Central Office

Items: Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits and other operating expenses for the creation of eleven positions (File 101-89-80).

Annual Salary Ordinance amendment reflecting the addition of eleven positions (File 102-89-35).

Amount: \$313,675

Source of Funds: Proposition 99 (Tobacco Tax) monies

Description: The proposed amendment to the 1989-90 Annual Salary Ordinance (File 102-89-35) would create eleven positions. The proposed amendments, which will be reviewed at a future meeting of the Civil Service Commission, are as follows:

<u>Action</u>	<u>No.</u>	<u>Classification</u>	<u>1989-90 Biweekly Salary</u>	<u>Top Step Annual Salary</u>
Create	1	1426 Senior Clerk Typist	\$858-\$1,037	\$26,962
Create	1	1426 Senior Clerk Typist (part-time)	858-1,037	26,962
Create	1	1446 Secretary II	943-1,141	29,666
Create	1	1652 Senior Accountant	1,180-1,429	37,154
Create	1	1656 Head Accountant	1,596-1,936	50,336
Create	1	1720 Data Entry Operator	731-882	22,932
Create	1	1866 Systems & Procedures Supr	1,965-2,388	62,088
Create	1	2818 Health Program Planner	1,414-1,714	44,564
Create	1	2820 Sr. Health Prog. Planner	1,634-1,985	51,610
Create	1	2992 Contract Compliance Offr I	1,580-1,918	49,868
Create	1	9746 Staff Assistant VII	2,273-2,273	59,098

At the top step, the eleven positions (10.5 FTE) to be added would cost \$461,240 in annual salary costs.

The proposed Supplemental Appropriation Ordinance (File 101-89-80) would appropriate \$313,675 for permanent salaries and mandatory fringe benefits and other operating expenses for the creation of a total of eleven positions, nine for the period from February 12, 1990 through June 30, 1990, and two

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for the period from April 1, 1990 through June 30, 1990, as follows:

Permanent Salaries - Misc.	\$153,434
Mandatory Fringe Benefits	40,569
Professional Services	50,000
Other Contractual Services	1,500
Travel	450
Other Services	1,500
Telephone	12,000
Materials and Supplies	8,400
Rental of Property	21,000
Equipment Repair	6,118
Data/Word Processing Equipment	11,000
Services of Other Departments - City Attorney	<u>7,704</u>
Total Supplemental Appropriation	\$313,675

Analysis:

1. The DPH is requesting \$313,675 for eleven positions and operating expenses for the period February 12, 1990 through June 30, 1990, to administer Proposition 99 Tobacco Tax funds that the City will receive in FY 1989-90. The DPH estimates that, on an annual basis, the proposed administration of the funds, which totals approximately \$26.9 million in FY 1989-90, would cost approximately \$745,224.

Proposition 99, through the AB 75 enabling legislation, provides new funds to be administered by the county health department 1) to provide counties with additional funds to meet the healthcare needs of indigent persons, 2) to address the uncompensated care costs of private hospitals and physicians, 3) to provide follow-up medical services for the existing Child Health and Disability Prevention (CHDP) program, and 4) to provide tobacco use prevention education. Proposition 99 funds are also available to counties for capital projects for medical facilities.

On a Statewide, competitive basis, funds are also going to be made available for data systems development. The DPH will be preparing a future grant application for this purpose.

Approximately \$26.9 million in total Proposition 99 - AB 75 revenue will be made available to the City and County of San Francisco for the current 1989-90 fiscal year. These funds will be allocated in the following manner according to provisional proposals of the DPH with administrative costs, such as that which are the subject of this supplemental appropriation, as part of these allocations.

Proposition 99 Provisional Allocations (in \$ millions)

Private Hospitals	\$ 3.3	
Physician Services		
One-time	1.3	
On-going	<u>2.2</u>	
Subtotal		\$ 6.8

- the above amounts are to pay private hospitals and physicians for unreimbursed costs incurred in the the provision of healthcare to indigent persons

County Hospitals	7.6	
Other County Health Services	5.1	
One time Hospital Costs	<u>1.8</u>	
Subtotal		\$14.5

- to reimburse the City and County for increased costs incurred over the base year (1988-89) for healthcare of indigent persons

Capital Outlay	4.0	
Tobacco Education	<u>1.6</u>	
Total Provisional Allocation		\$ 26.9

The \$6.8 million in funds shown above for Private Hospitals and Physician Services will be administered through contracts with the private hospitals for services to indigent patients and with a fiscal intermediary for the private physicians. Through these contracts, such private hospitals and physicians will be able to claim costs incurred for services to indigent patients for the period covered by fiscal year 1989-90. In order to allow such cost claiming, these monies must be appropriated for this purpose, the contracts must be in place and funds encumbered by the end of this fiscal year. A supplemental appropriation for this purpose and for the reimbursement to the General Fund in the amount of approximately \$14.5 million is now being prepared by the Department of Public Health. Future supplemental appropriations will also be submitted for Health facility capital projects (approximately \$4.0 million) and tobacco use prevention health education (approximately \$1.6 million).

AB 75 requires new data reporting and service monitoring activities which, according to DPH, are much more extensive than existing reporting requirements and therefore will require the City to establish a new computer data system. In addition, implementation of AB 75 will require the City to set rates and to negotiate and monitor contracts with private hospitals and physicians for the provision of health care to indigent persons. DPH proposes to enter into contractual relationships with private agencies to provide data systems expertise, health education services and CHDP follow-up medical services.

AB 75 requires the FY 1989-90 funds to be encumbered by the counties by June 30, 1990. The DPH indicates that the City currently has approximately \$11.8 million in Tobacco Tax monies, from which the proposed supplemental would be funded, and that an additional \$15.1 million is anticipated from the State for total Proposition 99 - AB 75 revenue in the amount of approximately \$26.9 million in 1989-90.

2. The proposed Supplemental Appropriation (File 101-89-80) would fund managerial, fiscal, contracts, planning and computer systems personnel and other operating expenses to meet the contracts administration, data collection and reporting and health education requirements of AB 75, as follows:

		<u>FTE</u>	
<u>Permanent Salaries - Misc.</u>			
<u>2/12/90 - 6/30/90</u>			
2	1426 Senior Clerk Typist 1.0 FTE for Accounting, 0.5 FTE for Contracts Compliance. Typing and word processing reports, accounting documents and correspondence, filing and answering phones.	1.5	\$15,555
1	1446 Secretary II Support for AB 75 Coordinator (Staff Assistant VII).	1.0	10,370

- | | | | |
|------|---|-----|--------|
| 1 | 1656 Head Accountant
Prepare cost report and budget for the State and design internal control procedures. Ongoing duties include preparing statistical and financial analysis of program services, and directing fiscal monitoring of contractors. Supervises Senior Accountant and Senior Clerk Typist. | 1.0 | 18,440 |
|
 | | | |
| 1 | 1866 Systems & Procedures Supervisor
Project manager for development and implementation of interim data reporting to the State. Ongoing duties include development of the plan, budget and grant application for the Management Information Systems (MIS) data system, and integration of existing DPH MIS systems as required by AB75. | 1.0 | 22,740 |
|
 | | | |
| 1 | 2818 Health Program Planner
Primary coordinator of health education and capital outlays programs. Assists in planning private hospital and physician implementation mechanisms. Ongoing duties involve preparing plans, budgets and reports and acting as State liaison for health education and capital outlays. | 1.0 | 14,140 |
|
 | | | |
| 1 | 2820 Sr. Health Program Planner
Primary coordinator of private and county hospital and physician provider programs and CHDP mandate. Plans and develops needs assessments, contracts, claims processing, reimbursement methods, auditing and evaluation methods. Ongoing duties include acting as State liaison, preparing plans, budgets and reports, supervising private hospital and physician claims and payments, evaluating AB 75 implementation, supervising 2818 Health Program Planner. | 1.0 | 18,000 |

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1	2992 Contract Compliance Officer I Develops, negotiates and implements contracts with private hospitals and physicians. Ongoing duties include monitoring of contracts and contract renewals.	1.0	18,270
1	9746 Staff Assistant VII Program development and implementation of private hospital and physician services, capital outlays, data systems, health education, CHDP follow-up services and county hospital and public health services. Ongoing duties include supervision and coordination of AB 75 programs and staff, and acts as State liaison.	1.0	22,730

4/1/90 - 6/30/90

The following positions would be hired later because the positions would not be needed until the initial billing and data systems have been set up.

1	1652 Senior Accountant Ongoing duties include processing contracts and contract payments and implementing internal control procedures. Assist in fiscal monitoring, and develop and perform contractor audits. Compile data on programs (prior to implementation of MIS data system only).	1.0	8,437
1	1720 Data Entry Operator Assist in the preparation of interim data reports as required by the State. According to DPH, the need for this position may change as the MIS data system is implemented.	<u>1.0</u>	<u>4,752</u>

11	Subtotal Permanent Salaries	10.5	\$153,434
	<u>Mandatory Fringe Benefits</u>		40,569

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Professional Services

Financial, contracts and health education services (3 contractors, yet to be determined, @ approximately \$16,667 each).	50,000
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Other Contractual Services

Office Equipment Maintenance	100
Copy Machine -	1,200
Other Contractual	<u>200</u>
Subtotal	1,500

Travel

Local travel to meetings and conferences	
570 miles @ \$.25/mile	143
Tolls and parking	<u>307</u>
Subtotal	450

Other Services

Postage	500
Printing	<u>1,000</u>
Subtotal	1,500

Telephones

11 telephones @ average of \$313/phone	3,439
Installation	3,700
Service charges/long distance	<u>4,861</u>
Subtotal	12,000

Materials and Supplies

19 Chairs @ avg. of \$152.68 each	2,901
6 Files @ \$366.50 each	2,199
Calculators	300
Computer and office supplies	<u>3,000</u>
Subtotal	8,400

Rental of Property

Approximately 3,000 sq. ft. of fully serviced Civic Center office space @ \$1.40/sq.ft. = \$4,200/mo. for 5 mos.	21,000
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Equipment

2 Typewriters @ \$671	1,342
3 Secretarial Desks @ \$552	1,656
8 Standard Desks @ \$390	<u>3,120</u>

Subtotal	6,118
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DP/WP Equipment

2 Compaq PC's, printer, software, modem rental, telephone lines	10,000
4 Computer terminals	<u>1,000</u>

Subtotal	11,000
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Work Order to City Attorney

Assistance in preparation and review of contracts (0.10 FTE @ \$90/hr + benefits)	<u>7,704</u>
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Total Supplemental Appropriation	\$313,675
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3. According to Dr. Larry Meredith of DPH, DPH Central Office currently has insufficient contracts, accounting, planning and data systems staff to administer the Proposition 99 funds due to existing workloads. In the DPH Office of Contracts Management and Compliance, Dr. Meredith reports that the Office has 2.6 FTE professional staff for contracts development, solicitation and monitoring. The resulting FY 1989-90 workload for the Contracts Management and Compliance staff, according to Dr. Meredith, is 83 contracts to one staff (83:1), as compared to 22:1 in the Department of Social Services and 15:1 in the Public Utilities Commission. The DPH reports that in FY 1987-88, the DPH ratio was 34:1.

In fiscal administration, Dr. Meredith indicates that, while the number of professional accounting staff has remained at 13 from FY 1987-88 to FY 1989-90, the workload for the accounting staff has increased as follows:

<u>Workload Measure</u>	<u>1987-88</u>	<u>1989-90</u>	<u>Percent Increase</u>
Active Grants	51	83	63%
Employee Paychecks	1,710	2,104	23
Purchase Orders and Deliveries	3,438	3,400	(1)
Accounting Documents Processed	6,958	8,055	16
Financial Reports/Analyses Prepared	234	409	75

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The DPH has seven professionals in the Office of Program Planning and Support. As of the writing of this report, the DPH has not provided the Budget Analyst with sufficient documentation regarding the current workload in this office.

The DPH currently has 47 positions in the Management Information Systems (MIS) Office, who are involved in implementation and maintenance of the DPH IBM mainframe system and the 24-hour maintenance of data systems for Laguna Honda Hospital, San Francisco General Hospital, Division of Mental Health, Substance Abuse and Forensics, and Central Office.

4. According to Mr. Jeff Leong, the Acting DPH Proposition 99 Coordinator, the majority of the duties for the proposed eleven positions during the period from February 12, 1990 through June 30, 1990, would involve the initial planning, contract negotiation and interim data collection for the implementation of the Tobacco Tax programs. Subsequently, according to DPH information provided to the Budget Analyst, the majority of the tasks appears to involve program coordination, contract monitoring, data collection and reporting, maintenance of the data systems and integration of the data systems within DPH, and liaison activities with the State. However, Mr. Leong states that although the nature of the work may change and the classifications needed may change, the administration of the Proposition 99 monies will still require 11 positions.

According to Mr. Leong, AB 75 requires a number of complex reports for each of the programs. AB 75 requires a total of twelve reports for the private hospitals and physicians program, the capital outlays program, and the data systems program, and additional reports, which have not yet been specified by the State, for the health education and CHDP programs. The reporting requirements under AB 75 include demographic data of the patients, cost data for the services, utilization of services, geographic location of the services, and utilization by AIDS patients.

In addition, the DPH estimates that the DPH will be monitoring approximately 23 to 46 additional contracts under AB 75. The DPH indicates that the actual number of contracts will depend on program policies which are currently being developed.

Although the DPH has provided the Budget Analyst with descriptions of the projected tasks, the Budget Analyst believes that the DPH has not clearly established how the tasks for the

BOARD OF SUPERVISORS
BUDGET ANALYST

start-up and ongoing phases translate into the need for 10.5 full-time equivalents.

5. According to DPH, the provisions of AB 75 will terminate in June, 1991. Although Proposition 99 is an ongoing revenue source, the State Legislature will develop a new plan for the allocation of the Tobacco Tax monies. Mr. Leong reports that the nature of the Proposition 99 programs may change substantially at that time. Therefore, any new positions added to the Annual Salary Ordinance should reflect the limited tenure of the positions, subject to the availability of AB 75 monies.

6. The DPH has submitted to the Budget Analyst revised estimates for the chairs and files, reducing the cost for 19 chairs by \$212 from \$2,901 to \$2,689, and reducing the cost for 6 files by \$357 from \$2,199 to \$1,842, for a total savings of \$569.

7. In response to Budget Analyst inquiries, Mr. Leong indicates that the proposed 3,000 square feet of rented property would be used for Proposition 99 program administration, although some of the proposed 11 positions (10.5 FTE) may be located elsewhere. For example, Mr. Leong indicates that the proposed accountants may be located at the 101 Grove Street building with the existing DPH accounting offices. However, Mr. Leong states that the addition of two accounting staff in 101 Grove Street would require the relocation of two non-accounting staff to the proposed new rented location, because 101 Grove is unable to accommodate additional staff.

Mr. Leong reports that the DPH, in conjunction with the Real Estate Department, is currently looking for office space to rent but has not yet identified a location. Therefore, the amount of \$21,000 for Rental of Property should be reserved pending Board of Supervisors approval of a resolution authorizing a lease agreement, once such a lease is negotiated by the Department of Real Estate. In addition, the amount for Telephones should be reserved until the Rental of Property has been approved.

8. According to Mr. Leong, Professional Services totalling \$50,000 would be used to contract with consultants with specialized expertise in Financial, Contracts and Health Education services which, according to Mr. Leong, DPH's existing staff lacks and which would not be available from the new positions proposed in this Supplemental. Mr. Leong indicates that the Financial Professional Services would be used to develop the technical aspects of rate setting and reimbursement mechanisms to be used for negotiations with

private hospital and physicians. In addition, Mr. Leong reports that the Contracts Professional Services would develop eligibility criteria to be included in the contracts and develop contracts that will allow the programs to be audited and the data as required by the State to be collected. Mr. Leong states that the Health Education Professional Services would be used to assist the DPH develop a new tobacco use prevention education program plan and budget in preparation of the upcoming Health Education Supplemental Appropriation request.

In further discussions with Mr. Leong, he agrees that the Contracts Services could be performed by existing DPH staff and therefore, the Professional Services should be reduced by \$16,667 from \$50,000 to \$33,333. The remaining \$33,333 for Professional Services should be reserved pending DPH identification of the proposed contractors, scope of services and rates.

9. As noted earlier, nine of the proposed positions are budgeted from February 12, 1990 to June 30, 1990. However, the earliest that the positions could be filled is February 21, 1990. In addition, seven of the positions have been budgeted at salary levels above Step 1 and should be reduced to Step 1. The 2818 Health Program Planner position, which would coordinate Capital Projects and Health Education, is not needed at this time, and should be requested with the next supplemental appropriation for Capital Projects and Health Education. The number of desks and telephones should be reduced by one due to the reduction of the Health Program Planner. Based on issues 6 through 9, the proposed supplemental appropriation should be reduced by \$63,463 from \$313,675 to \$250,212, and a total of \$65,684 placed on reserve, as follows:

	<u>Requested Amount</u>	<u>Recommended Amount</u>	<u>Savings</u>
<u>Permanent Salaries</u>			
1426 Senior Clerk Typist	\$15,555	\$11,969	\$3,586
1446 Secretary II	10,370	8,770	1,600
1652 Senior Accountant	8,437	7,670	767
1656 Head Accountant	18,440	14,843	3,597
1720 Data Entry Operator	4,752	4,752	0
1866 Systems & Procedures Supr	22,740	18,275	4,465
2818 Health Program Planner	14,140	0	14,140
2820 Sr. Health Prog. Planner	18,000	15,196	2,804
2992 Contract Compliance Offr I	18,270	14,694	3,576
9746 Staff Assistant VII	<u>22,730</u>	<u>21,139</u>	<u>1,591</u>
Subtotal Permanent Salaries	<u>153,434</u>	<u>117,308</u>	<u>36,126</u>

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	<u>Requested Amount</u>	<u>Recommended Amount</u>	<u>Savings</u>
<u>Mandatory Fringe Benefits (MFB)</u>			
Retirement	\$23,015	\$17,596	\$5,419
Social Security	11,738	8,974	2,764
Health Services	5,509	4,914	595
Unemployment Insurance	<u>307</u>	<u>235</u>	<u>72</u>
Subtotal MFB	<u>40,569</u>	<u>31,719</u>	<u>8,850</u>
Professional Services	50,000	33,333 *	16,667
Other Contractual Services	1,500	\$1,500	0
Travel	450	450	0
Other Services	1,500	1,500	0
Telephones	12,000	11,351 *	649
Material and Supplies	8,400	7,619	781
Rental of Property	21,000	21,000 *	0
Equipment	6,118	5,728	390
DP/WP Equipment	11,000	11,000	0
Work Order to City Attorney	<u>7,704</u>	<u>7,704</u>	<u>0</u>
Total Supplemental Appropriation	\$313,675	\$250,212	\$63,463

* Amounts to be reserved, total of \$65,684

Recommendations: 1. Amend the proposed Annual Salary Ordinance Amendment (File 101-89-35) to a) eliminate the addition of one 2818 Health Program Planner and b) to identify each of the remaining proposed positions as positions subject to the availability of AB 75 revenues and approve as amended.

2. Amend the proposed Supplemental Appropriation Ordinance (File 101-89-80) to reduce the amount by \$63,463 from \$313,675 to \$250,212, and reserving a total of \$65,684 for Professional Services (\$33,333), Telephones (\$11,351), and Rental of Property (\$21,000), as detailed in Comment 9, above, and approve as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 10 - File 47-90-1

Department: Parking Authority

Item: Resolution authorizing an increase in fees for auto detailing and washing services of the Golden Gateway Garage

Description: The Golden Gateway Parking Garage is a City-owned facility located at 250 Clay Street. The parking garage is operated by the Golden Gate Parking Company under a lease agreement with the City. The Golden Gate Parking Company has, with the approval of the City, subleased a portion of the Garage for auto detailing and washing services to Rapid Shine, Inc.

Rapid Shine, Inc. has requested an increase in auto detailing and auto washing fees. The requested increase includes adding two new fees (Car Wax and Truck/Van Wax) and increasing three existing fees. One fee (Van Wash) is proposed to remain the same. Under the City's lease agreement with the Golden Gate Parking Company, the Board of Supervisors has the responsibility for setting fees. On December 19, 1989, the Parking and Traffic Commission passed a resolution recommending that the Board of Supervisors approve new fees for Rapid Shine, Inc.

Rapid Shine's existing fees were approved by the Board of Supervisors on January 5, 1987. The following table outlines the existing and proposed fees:

	<u>Existing Rates</u>	<u>Proposed Rates</u>
Car Wash	\$ 15	\$17
Van Wash	20	20
Car Wax	0	80
Truck/Van Wax	0	95
Car Detail	150	155
Truck/Van Detail	180	185

Comment:

Mr. Harry Quinn of the Real Estate Department reports that Rapid Shine's current monthly rental rate of \$850, payable by Rapid Shine to Golden Gate Parking Company, represents ten percent of the agency's average monthly gross receipts of \$8,500. Of the \$850 monthly rental rate, approximately 80.67 percent or \$686 is the City's share, and would be made payable to the City, with the remaining 19.33 percent or \$164 allocated to Golden Gate Parking Company. According to Mr. Quinn, the Department projects that the proposed fee increases would result in an approximate increase in Rapid Shine's monthly gross receipts, from \$8,500 to an average monthly total of \$9,900. Based on this projected increase in gross receipts, Rapid Shine's monthly rental rate would increase from \$850 to \$990 or ten percent of the average monthly gross receipts of \$9,900. Of the \$990 monthly rental rate, the City's share would be approximately \$799 (80.67 percent), which represents an increase of \$113 over the current City share of \$686.

Recommendation: Approval of the proposed resolution to increase fees is a policy decision for the Board of Supervisors.

Item 11 - File 78-90-1

1. The proposed resolution would authorize the Health Service Board of the City and County Employees' Health Service System to set the City's 1990-91 monthly contribution to the Health Service System Fund at \$142.24 for each eligible active employee. (The employees' contribution rates are determined after the City's contribution rate is set.)

2. The Health Service Board is required by Charter Sections 8.423 and 8.428 to survey the ten most populous counties in the State excluding San Francisco to determine the average amount being contributed toward an employee's medical care insurance exclusive of dental and optical care insurance. The survey indicates that the average per employee contribution of these ten counties for 1990-91 is \$142.24 per month as compared to the City's current contribution of \$122.29. The proposed resolution would establish \$142.24 as the monthly per employee contribution to be made in 1990-91 by the City and County, the San Francisco Unified School District and the Community College District. The new rate would represent an increase of 16.3 percent over the amount currently contributed.

3. The estimated City and County contribution for active members during 1989-90 is \$30.9 million. Based on the current membership in the System of 21,941 active employees, approximate total contributions for 1990-91 would be \$35.9 million, including an estimated \$15.8 million in General Fund monies. The contribution increase authorized by this resolution would thus amount to approximately \$5.0 million in additional annual expenditures.

Comments

1. The City contribution for health care in 1990-91 is equal to the average contributed by other counties during 1989-90. As a result, given the likelihood that the counties used for comparison will increase their contributions in 1990-91, the City contribution will in fact be less than the average actual coverage provided by those ten counties. However, because the Health Service System is required by the Charter to collect the comparative data before January of each year, the System could not set its 1990-91 rates based on the actual 1990-91 rates of other jurisdictions.

2. The Health Service System indicates that the ten surveyed counties contributed an average of \$226.08 per month for an employee and one dependent and an average of \$254.64 per month for an employee and two or more dependents. However, San Francisco does not contribute anything for dependent health care coverage.

Recommendation

Approve the proposed resolution.

Item 12 -File 82-90-1

- Department:** Real Estate Department
Clean Water Program
- Item:** Resolution to authorize the City and County of San Francisco to accept a Grant of Easement from the State of California for construction and maintenance of retaining walls and landscaping, and adopt findings that the acceptance of the easement is consistent with the eight priority policies of City Planning Code Section 101.1.
- Location:** Easement on State of California property at the westerly and southerly borders of the National Guard Armory (see attached map).
- Purpose:** To allow the City to construct and maintain retaining walls and landscaping on State property to stabilize the slopes on the south and west side of the Armory. The retaining walls will allow the City to use inaccessible slopes on State property to maximize City use of the adjoining Oceanside Water Pollution Control property and site plant facilities up to the state lease property line. There will be no plant facilities on state lease property, only the retaining walls and landscaping. After construction of the retaining wall, the City will erect a new fence and will maintain a 10 foot area clear of trees on each side of the fence for security. Shrubs will be planted for additional erosion control in the immediate area.
- The City will also include in the construction easement access to the Armory from the southwest to allow construction personnel and equipment to work on Armory leased property. The State's chain link fence will be relocated to maintain security at the Armory during construction.
- Size:** The easement is approximately 2.1 acres.
- Easement Rights Purchase Price:** No cost to the City. The Clean Water Program (CWP) will construct a retaining wall and provide landscaping allowing for an increased use of the adjoining City property to the west for the construction of the Oceanside Water Pollution Control Plant.
- Comments:** 1. Mr. Don Munakata of the Clean Water Program advises that the City benefits from the acquisition of this easement because the City can maximize the use of existing City

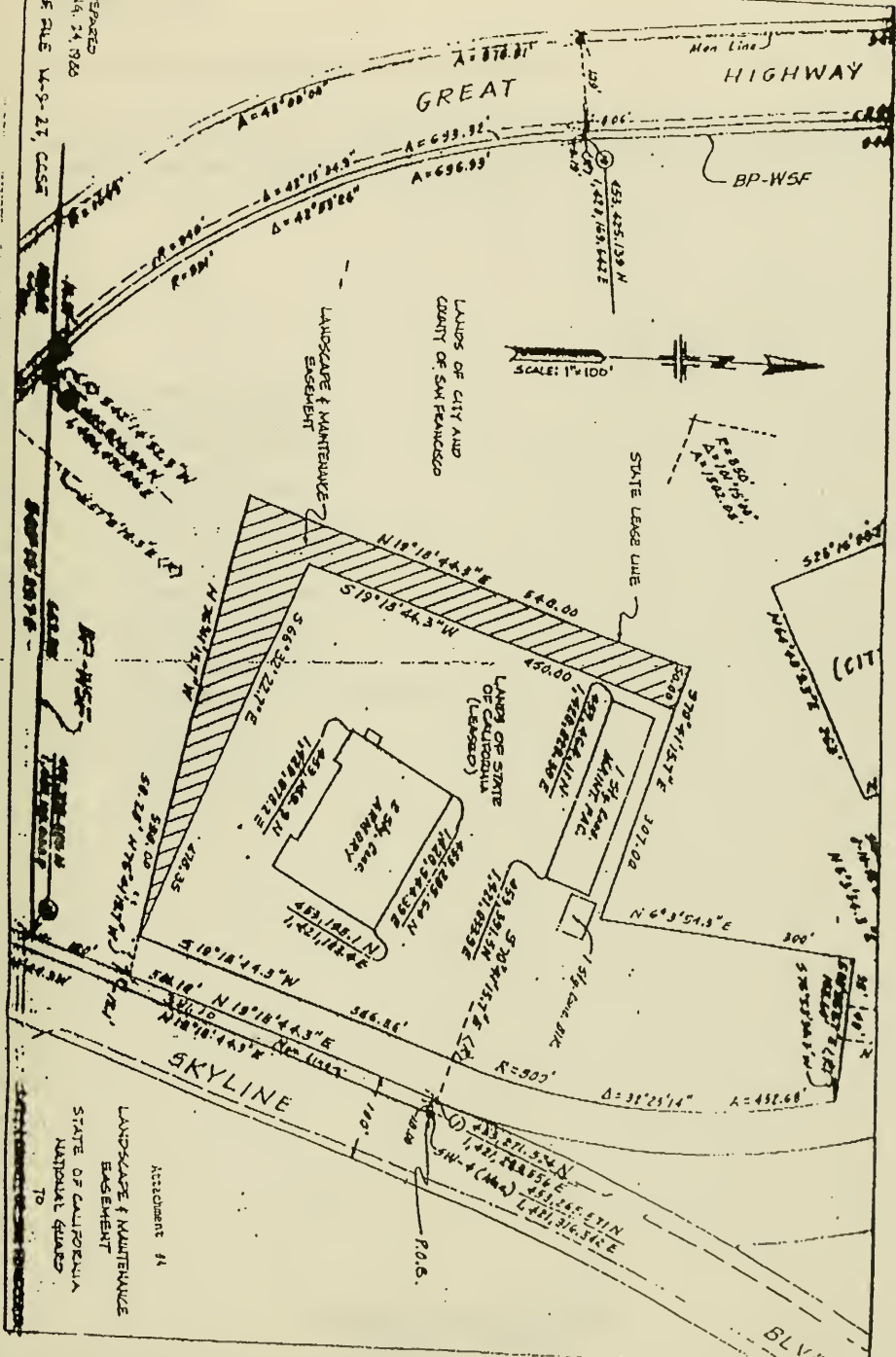
BOARD OF SUPERVISORS
BUDGET ANALYST.

property to construct its water pollution control facilities. The State benefits because the slopes bordering the City property will be stabilized.

2. According to the Department of City Planning, the acceptance of the sewer easement by the City is in conformance with the City's Master Plan, and has been reviewed for consistency with the Eight Priority Policies of Planning Code Section 101.1.

Recommendation: Approve the proposed resolution.

PREPARED
AUG. 24, 1966
RDS FILE W-9-27, CCSI



Items 13 through 15 - Files 45-90-2.3 and 48-90-2

The proposed ordinances authorizing settlements of litigation and resolution authorizing a settlement of an unlitigated claim are legal matters under the responsibility of the City Attorney's Office. The Budget Analyst does not normally review and report on such items.

Harvey M. Rose

cc: Supervisor Walker
Supervisor Ward
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Nelder
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

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CALENDAR [ACTIONS TAKEN]

MEETING OF
FINANCE COMMITTEE
Board of Supervisors
City and County of San Francisco

WEDNESDAY, FEBRUARY 14, 1990 - 2:00 P.M. ROOM 228, CITY HALL

PRESENT: SUPERVISORS WALKER, WARD, HALLINAN

ACTING CLERK: KAY GULBENGAY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 7-90-2. [Public Transportation] Resolution making a finding concerning proposed revisions of the Municipal Railway fare schedule. (Public Utilities Commission) (COMPANION TO THE FOLLOWING FILE)

ACTION: Hearing held. Recommended.

2. File 7-90-2.1. [Public Transportation] Resolution approving revised fare schedule for the San Francisco Municipal Railway, establishing a "Non-Bulk Regional Passes/Transfers" fare category. (Public Utilities Commission) (COMPANION TO PRECEDING FILE)

ACTION: Hearing held. Recommended.

3. File 282-89-1. Hearing to consider a uniform policy for imposition of user fees by all City agencies and departments. (Supervisor Gonzalez)
(Continued from 1/24/90)

ACTION: Continued to call of the chair.

4. File 100-89-1.2. To consider release of reserved position, Assistant Zoo Director, Recreation and Park Department. (Recreation and Park Department)
(Continued from 1/3/90)

ACTION: Release of reserved position, Assistant Zoo Director, Recreation and Park Department approved. Filed.

5. File 101-89-81. [Government Funding] Ordinance appropriating \$1,920,000 for medical services contract, other contractual services, telephone, advertising, San Francisco General Hospital for fiscal year 1989-90; providing for ratification of action previously taken. (Controller) RO #9068

ACTION: Hearing held. Recommended.

6. File 101-89-82. [Government Funding] Ordinance appropriating \$595,089 for programmatic expenditure (Air Toxics), Cleanwater for fiscal year 1989-90. (Controller) RO #9194

ACTION: Hearing held. Recommended.

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7. File 101-89-83. [Government Funding] Ordinance appropriating \$73,470, City Planning Department, for permanent salaries and related mandatory fringe benefits, telephone, other services, office supplies and minor furnishings; to fund three positions. (Controller) RO #9187

ACTION: Hearing held. Amended on page 1 line 2 by replacing "\$73,470" with "\$49,580." New Title: "Appropriating \$49,580 for permanent salaries and related mandatory fringe benefits, telephone, other services, office supplies and minor furnishings; to fund three positions." Recommended as amended.

8. File 28-90-1. [Emergency Work] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the sewer on Francisco Street, Divisadero to Scott Streets. (Department of Public Works)

ACTION: Hearing held. Recommended.

9. File 60-90-3. [Special Election] Ordinance calling and providing for a special election to be held in the City and County of San Francisco on Tuesday, June 5, 1990, for the purpose of submitting to the voters of the City and County of San Francisco a proposition to incur the following bonded debt of the City and County for the acquisition, construction or completion by the City and County of San Francisco of the following municipal improvements to wit: public safety improvement bonds, 1990, \$332,400,000, to pay for the cost of public safety improvements to buildings owned by the City and County of San Francisco, including earthquake repairs and earthquake hazards reduction, asbestos abatement, providing access for the disabled, all related to public safety to buildings owned by the City and County of San Francisco, including related acquisition, construction and reconstruction necessary or convenient for the foregoing purpose; provided, however, that the authorization in the amount of three hundred thirty-two million four hundred thousand dollars (\$332,400,000) will be reduced by the amount of the actual post-audit receipt of FEMA and State of California grants for earthquake repairs; authorizing and directing the Chief Administrative Officer and the Controller to monitor the issuance of bonds and the actual post-audit receipt of FEMA and State of California grants for earthquake repairs and to take any appropriate action so that the bonds issued will not duplicate FEMA and State of California grants for earthquake repairs; finding that the estimated cost to the City and County of San Francisco of said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of the City and County of San Francisco and will require expenditures greater than the amount allowed therefor by the annual tax levy; reciting the estimated cost of such municipal improvements; fixing the date of the election and the manner of holding such election and the procedure for voting for or against the propositions; fixing the maximum rate of interest on said bonds and providing for the levy and collection of taxes to pay both principal and interest thereof; prescribing notice to be given of such election; consolidating the special election with the general election; and providing that the election precincts, voting places and officers for election shall be the same as for such general election. (Supervisor Walker)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted. New Title: "Ordinance calling and providing for a special election to be held in the City and County of San Francisco on Tuesday, June 5, 1990, for the purpose of submitting to the voters of the City and County of San Francisco a proposition to incur the following bonded debt of the City and County for the acquisition, construction or completion by the City and County of San Francisco of the following municipal improvements to wit: public safety improvement bonds, 1990, \$332,400,000, to pay for the cost of public safety improvements to buildings owned by the City and County of San Francisco, including earthquake repairs and earthquake hazards reduction, asbestos abatement, providing access for the disabled, all related to public safety to buildings owned by the City and County of San Francisco, including related acquisition, construction and reconstruction necessary or convenient for the foregoing purpose; provided, however, that no more than \$65,000,000 of said bonded indebtedness shall be incurred in any single Fiscal Year and provided, further, that the authorization in the amount of three hundred thirty-two million four hundred thousand dollars (\$332,400,000) will be reduced by the amount of the actual post-audit receipt of FEMA and State of California grants for earthquake repairs and hazards reduction; authorizing and directing the Chief Administrative Officer and the Controller to monitor the issuance of bonds and the actual post-audit receipt of FEMA or State of California grants for earthquake repairs and hazards reduction and to take any appropriate action so that the bonds issued will not duplicate FEMA or State of California grants for earthquake repairs and hazards reduction; finding that the estimated cost to the City and County of San Francisco of said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of the City and County of San Francisco and will require expenditures greater than the amount allowed therefor by the annual tax levy; reciting the estimated cost of such municipal improvements; fixing the date of the election and the manner of holding such election and the procedure for voting for or against the propositions; fixing the maximum rate of interest on said bonds and providing for the levy and collection of taxes to pay both principal and interest thereof; prescribing notice to be given of such election; consolidating the special election with the general election; and providing that the election precincts, voting places and officers for election shall be the same as for such general election. Recommended. (Supervisor Hallinan dissented.)

10. File 38-90-1. [Gift Acceptance] Resolution authorizing the Department of Public Works to accept as a gift from Norcal Solid Waste Systems Inc., a mechanical street cleaning machine called the Litter Hog, which will be used to assist in the removal of litter from public areas. (Department of Public Works)

ACTION: Hearing held. Recommended.

11. File 38-90-2. [Gift Acceptance] Resolution accepting one gift valued at \$24,612, from friends of Recreation and Parks, for the purchase of one eight passenger van, equipped with a wheel chairlift and tie down for two wheelchairs, for use by the Special Needs Division, Recreation and Park Department. (Recreation and Park Department)

ACTION: Hearing held. Recommended.

12. File 51-89-4. Transmitting claims of employees, various departments, for reimbursement for personal property damaged and/or stolen in the line of duty. (Finance Committee)

ACTION: Hearing held. Report from controller amended as follows: by deleting employee claims Charles Brent, Water Department, Gordon D. Contreras, Sheriff's Department, Oscar Sanchez, Municipal Railway and Elsa Cameron, Airport; and by correcting amount claimed by employee David Wilson, Airport from "\$200.00" to "\$210.00"; and further amended by correcting total amount claimed from "\$5,745.35" to "\$5,755.35". Recommended as amended.

CLOSED SESSION

13. File 45-90-4. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Malcolm Mabrey against the City and County by payment of \$8,500. (City Attorney) (Superior Court No. 863-973)

ACTION: Recommended.

14. File 48-90-3. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Jesus D. Garcia in the sum of \$6,000. (City Attorney)

ACTION: Recommended.

15. File 48-90-4. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Rodello Ramos in the sum not to exceed \$5,598.22. (City Attorney)

ACTION: Recommended.

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ATTN: Gerry Roth
OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

February 12, 1990

TO: Finance Committee

FROM: Budget Analyst

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SUBJECT: February 14, 1980 Finance Committee Meeting.

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Items 1 and 2 - Files 7-90-2 and 7-90-2.1

Department: Municipal Railway (Muni)

Items: The proposed resolution (File 7-90-2.1) would approve a revised Muni fare schedule for Regional Transfers retroactive to February 1, 1990. The proposed resolution (File 7-90-2) would find that the proposed Muni Regional Transfer fare revision will increase revenues but will not be sufficient to pay for all Muni costs without requiring a tax subsidy.

Description: As a result of the October 17, 1989 earthquake and the closure of the Bay Bridge and many other roadways, the Muni joined with other regional transit operators to transport the extra passengers that normally would not have used public transportation. With the assistance of the City Attorney's Office, Muni developed temporary transfer agreements with AC Transit, BART, Golden Gate Transit and the East Bay ferry operators whereby passengers purchasing tickets from those other transit systems could transfer to Muni to reach their final destination. The Board of Supervisors was notified of these temporary transfer agreements by a letter dated November 6, 1989 from the Public Utilities Commission.

The proposed legislation would add these temporary transfer agreements to Muni's fare schedule. Muni, through the Public Utilities Commission (PUC), would then enter into agreements to continue these arrangements until June 30, 1990. The post earthquake transfer agreements that would be extended through June 30, 1990, are as follows:

AC/BART Plus Passes

AC Transit, BART and the Metropolitan Transportation Commission have developed and have been marketing a bi-weekly AC/BART Plus pass. The cost of the pass ranges from \$20 to \$53, depending upon the amount of stored value purchased for BART usage. The pass provides unlimited use on AC Transit during a two week period and limited use of BART depending on the total value purchased.

Before the earthquake AC and BART sold approximately 1,400 AC/BART Plus passes every two weeks. After the earthquake, AC/BART Plus pass sales have ranged from almost 3,800 in the first part of November to about 1,800 in early December. AC Transit received \$10 for each pass purchased and BART received a minimum of \$10 for each pass sold. After the earthquake, Muni agreed to temporarily honor the AC/BART Plus pass for trips on Muni.

The proposed transfer agreement for AC/BART Plus passes provides that of the first 1,800 passes sold each biweekly period, AC would receive \$10 for up to 1,440 passes (80% of 1,800) and Muni would receive \$10 for up to 360 passes (20% of 1,800). Muni would receive \$10 for all passes sold exceeding 1,440 in a biweekly period. Muni estimates the annual revenue would be approximately \$80,000.

Golden Gate Ferry Transfers

After the earthquake, Muni began accepting transfers from Golden Gate ferry passengers travelling to and from the San Francisco Ferry terminal. A two-part transfer, good for a round trip on Muni, is available upon request by ferry patrons when they arrive at the Terminal. Approximately 3,000 commuters use the ferries daily, and about 5% (150 passengers) have used the transfers on Muni. The remaining passengers either walk to their destination in the City, or use Golden Gate's shuttle bus service, which is provided free to ferry users.

Muni incurs no additional operating costs as a result of this transfer arrangement. There is also no estimated revenue loss to the Muni, since, many of the transfer patrons are new riders and others previously used the free Golden Gate shuttles. This transfer arrangement offers an alternative service to destinations in the City as ferry passengers have a choice of using either the Golden Gate shuttle buses or Muni.

The proposed transfer agreement does not include any provisions for revenue for Muni because the competing Golden Gate shuttle bus services are free and because Muni incurs no additional operating expense by providing an alternative to the Golden Gate shuttle bus service.

Eastbay Ferry Transfers

In the immediate post-quake period, AC Transit, Muni and Caltrans (on behalf of the Eastbay ferry operators) developed a single fare three-part ticket which allows free transfers to and from the ferries on AC Transit and Muni connecting services. Actual ridership has fluctuated due to frequent schedule changes and uncertainty as to whether or not the new service will continue. At this point, it appears that there may be a continued Eastbay ferry presence on the Bay, even if the service is temporarily interrupted by funding shortfalls.

The proposed transfer agreement for Eastbay ferry operators provides for Muni being reimbursed for one-half of the cost of the transfers, similar to the existing arrangement for passengers transferring from BART. At the ferry terminal, the passengers wishing to transfer to Muni would purchase a transfer good for a round trip to a San Francisco destination and back to the ferry terminal. Normally a round trip would require the purchase of two separate Muni tickets at a cost of \$.85 each (totalling \$1.70). However, the proposed transfer would be sold for only \$.85, half the normal cost without a transfer. Muni would receive the \$.85 charged for each transfer sold. Muni estimates the annual revenue would be approximately \$80,000.

Comments:

1. The proposed resolution (File 7-90-2) of findings is necessary to meet requirements of San Francisco Administrative Code Section 2.25. Muni's revenues, including the new revenues from the proposed transfer agreements, are not sufficient to meet all of Muni's operating costs. Therefore, Muni does require a tax subsidy from the City in order to balance Muni's budget.
2. Muni indicates that although the proposed transfers would generate additional revenues estimated at \$160,000 annually for Muni, Muni has not and will not increase Muni service. Therefore, Muni will not incur any additional operating costs.

3. If the proposed resolutions to add the post-earthquake transfer arrangements to Muni's fare schedule are approved by the Board of Supervisors, Muni, with the approval of the PUC, will enter into separate agreements with the various transit agencies to extend these agreements through June 30, 1990. Muni will then monitor and evaluate the transfer operations to determine if the transfer agreements should be extended beyond June 30, 1990. The proposed resolutions would include these transfer arrangements as part of Muni's fare schedule. Therefore, if Muni wants to extend these arrangements beyond June 30, 1990, separate agreements would be necessary with the approval of the PUC.

Recommendation: Approve the proposed resolutions.

Item 3 - File 282-89-1

Note: This item was continued at the January 24, 1990 Finance Committee meeting.

1. This item is a hearing to consider a uniform policy for the imposition of user fees by all City agencies and departments.

2. The author has advised the Budget Analyst's Office that, as of the writing of this report, he has not developed any general guidelines that would provide the framework to hear testimony at this time on a uniform policy for the imposition of user fees.

3. The author has indicated that he will request the Finance Committee to continue this item until March 28, 1990 so that he can complete his review of proposed guidelines for the subject material.

Recommendation

Continue the proposed hearing to March 28, 1990 as requested by the author.

Item 4 - File 100-89-1.2

Note: This item was continued at the January 3, 1990 Finance Committee Meeting.

Department: Recreation and Park

Item: Request for release of reserve.

Amount: No funds are being requested.

Description: In June, 1989, during the 1989-90 budget hearings, a new Assistant Zoo Director position was placed on reserve by the Board of Supervisors, pending the selection of a new Zoo Director. The Recreation and Park Department is now requesting the release of the reserve for the new unfunded Assistant Zoo Director position.

According to Mr. Monte Mansir of the Civil Service Commission, on September 18, 1989, the Civil Service Commission approved classification of the new Assistant Zoo Director position, as follows:

<u>Class/Title</u>	1989-90	1989-90
	Biweekly <u>Salary</u>	Annual <u>Salary</u>
3339 / Ass. Zoo Director	\$1,965-\$2,388	\$51,090-\$62,088

On October 19, 1989, the Recreation and Park Commission approved the submission of this request to release the Assistant Zoo Director position.

Comments: 1. During the 1989-90 budget process, the Mayor's Office eliminated the funding for the new Assistant Zoo Director position, although the unfunded position remained in the Recreation and Park Department's budget. As mentioned above, the Board of Supervisors then placed this Assistant Zoo Director position on reserve, pending the hiring of a new Zoo Director. Mr. Phil Arnold, the Acting Zoo Director, reports that the Department will be able to fund the new Assistant Zoo Director's position through permanent salary savings which have resulted from the vacancy of the permanent Zoo Director's position for the first eight months of fiscal year 1989-90.

2. On January 3, 1990 the Department requested release of the Assistant Zoo Director's position, which was before the Zoo Director was hired (contrary to the approved budgetary action of the Finance Committee). The Department therefore requested that this item be continued until the selection and hiring process for the Zoo Director was completed.

3. According to Ms. Mary Burns of the Recreation and Park Department, the selection and hiring process has now been completed. Mr. David Anderson from the Audubon Park Zoo in New Orleans has been hired as the new Zoo Director and he will be starting on March 19, 1990.

4. The Recreation and Park Department is requesting that the Assistant Zoo Director's position be released at this time, to enable the Assistant Zoo Director position to be filled the same time as the Zoo Director, on March 19, 1990. According to Ms. Burns, throughout the selection and interview process for the Zoo Director, the issue of the position of the Assistant Zoo Director was discussed. Ms. Burns reports that the new Zoo Director will not take this position without the assurance of the Assistant Zoo Director position.

5. According to Ms. Dorothy Yee of the Civil Service Commission, there is no current Civil Service list for this position and the proposed Assistant Zoo Director would be a temporary exempt position. Ms. Burns indicates that if the reserve is released, a Mr. David Robinette from the Audubon Park Zoo from New Orleans would be hired as the Assistant Zoo Director.

Recommendation:

Approve the requested release of the reserved Assistant Zoo Director position.

Item 5 - File 101-89-81

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Supplemental Appropriation Ordinance; providing for ratification of action previously taken.

Amount: \$1,920,000

Source of Funds: SFGH Operating Fund FY 1988-89 Surplus - Reserved

Description: SFGH ended FY 1988-89 with a surplus of approximately \$3.6 million from salary savings, and overexpenditures of \$1,920,000, for a net surplus of approximately \$1,680,000. However, due to the magnitude of the overexpenditures, the Controller did not allow a surplus transfer to fund the overexpenditures of \$1,920,000. Instead, the Controller reserved \$1,920,000 of the \$3.6 million surplus in the FY 1989-90 budget pending Board of Supervisors approval of this Supplemental Appropriation.

In FY 1988-89, the SFGH incurred overexpenditures totalling \$1,920,000, as follows:

Budgeted FY 1988-89	Actual FY 1988-89	FY 1988-89 Over- expenditures
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Medical Services Contracts

- UCSF Dialysis Services

SFGH had budgeted for dialysis treatments on a fixed-fee contract. Actual treatments in FY 1988-89 exceeded budgeted treatments by approximately 30 percent.

<u>\$305,000</u>	<u>\$405,000</u>	<u>\$100,000</u>
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Other Contractual Services

- Scavenger Services

SFGH had underbudgeted in anticipation of cost savings from implementation of the Sani Pak program, which would have compacted and sterilized the trash. Implementation of the Sani Pak project was delayed, and the SFGH was unable to achieve the anticipated savings.

422,000	563,500	141,500
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BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
February 14, 1990

	<u>Budgeted</u> <u>FY 1988-89</u>	<u>Actual</u> <u>FY 1988-89</u>	<u>FY 1988-89</u> <u>Over-</u> <u>expenditures</u>
- Equipment Rentals			
Emergency rentals to temporarily replace certain patient care equipment which broke down during the fiscal year.	\$3,000,000	\$3,169,200	\$169,200
- Equipment Repairs			
Underbudgeting for repairs totalling \$291,900 due to unexpected problems requiring immediate attention, as follows:			
Elevator	\$115,900		
Heating and Ventilation	66,000		
Laundry Rm. Fire Damage	30,000		
Sewer Lines	28,000		
Cooling Tower	19,000		
Compressor for			
Respiratory Therapy	17,000		
Turbine Generator	10,000		
Boiler	<u>6,000</u>		
Total	\$291,900	525,000	816,900
- University of California, San Francisco (UCSF) Contract			
Overexpenditure of \$859,000 due to			
1) unmet revenue goals from professional fee billings for Anesthesia (\$500,000) and Emergency Room (\$159,000), and			
2) an unanticipated increase in AIDS caseloads in the outpatient clinic (\$200,000).	21,700,000	22,559,000	859,000
Subtotal Other Contractual Services	25,647,000	27,108,600	1,461,600
<u>Telephone</u>			
Underbudgeting in anticipation of installation of a new, cost-saving telephone system, which was never installed.	1,200,000	1,400,000	200,000

BOARD OF SUPERVISORS
BUDGET ANALYST

	Budgeted <u>FY 1988-89</u>	Actual <u>FY 1988-89</u>	FY 1988-89 Over- <u>expenditures</u>
<u>Advertising</u>			
Shortages in nurses and radiology technicians led to unanticipated increases in advertising costs for recruitment purposes.	<u>\$66,000</u>	<u>\$191,000</u>	<u>\$125,000</u>
<u>Other Services</u>			
Emergency repairs for miscellaneous small equipment.	<u>627,000</u>	<u>660,400</u>	<u>33,400</u>
 Total	 \$27,845,000	 \$29,765,000	 \$1,920,000

Comments: 1. According to Ms. Ana Marino-Ghosh of SFGH, the above analysis accounts for the line items in which the over expenditures occurred. However, Ms. Marino-Ghosh indicates that, currently, the actual outstanding amounts due to contractors and vendors is as follows:

UCSF Contract	\$859,000
U.C. Tertiary Contract	720,000
U.C. Dialysis Contract	100,000
Other Services	<u>241,000</u>
Total Outstanding Amounts Due	\$1,920,000

2. Mr. John Madden of the Controllers Office indicates that the Controller, through this Supplemental Appropriation, is requesting the Board of Supervisors for a policy approval of the SFGH overexpenditures incurred in FY 1988-89. Mr. Madden states that the proposed legislation would allow the outstanding payments to be made. The proposed ordinance would ratify action previously taken because the expenditures were incurred in FY 1988-89.

Recommendation: Approve the proposed Supplemental Appropriation.

Item 6 -File 101-89-82

Department: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Supplemental Appropriation Ordinance for work required to comply with State of California Air Resources Board regulations pertaining to air toxics.

Amount: \$595,089

Source of Funds: Surplus Revenues from Clean Water Operating Fund

Description: On June 1, 1989, the California Office of Administrative Law approved emergency Emission Inventory Criteria and Guidelines Regulations to satisfy the State of California Air Toxics "Hot Spots" Information and Assessment Act of 1987 (AB2588). This legislation requires specified agencies to prepare site specific air toxics emission inventory plans and report emissions test data. Its purpose is to determine the quantities and presence of over 325 chemical compounds regularly emitted into the atmosphere by a particular facility and assess the associated health risks.

The legislation applies to any Publicly Owned Treatment Works (POTW) which releases at least 25 tons per year of total organic gases, particulate matter, nitrogen oxides or sulfur oxides. The Southeast and Richmond-Sunset Water Pollution Control Plants (SEWPCP and RSWPCP) fall under this category and are subject to the provisions of AB 2588 beginning in 1989. The City's North Point Water Pollution Control Plant (NPWPCP) under the City's Clean Water Program will be subject to this legislation beginning in 1990.

To date, the City's Clean Water Program (CWP) is in compliance with the subject legislation. Due by June 1, 1990 are complete and comprehensive emissions data for each and every emissions source for the SEWPCP and RSWPCP and the Estimating Plan and Testing Protocols for the NPWPCP. To meet the June 1, 1990 deadline, sampling at the SEWPCP and RSWPCP must begin by February, 1990. The Air Resources Board has indicated that substantial, but presently unspecified, monetary penalties would be imposed for non-compliance with the provisions of AB 2588.

BOARD OF SUPERVISORS
BUDGET ANALYST

For the upcoming and required June submittals, CWP will need to hire a consultant for specific and specialized sampling, analysis and report preparation. Presently, CWP has selected the firm, Odor Science and Engineering Co, which, according to CWP, is one of a few specialized companies nation-wide which can perform these testings. Odor Science and Engineering, Co., is not a MBE/WBE/LBE firm but CWP has received a waiver, because of the specialized nature of the contractor, from the Human Rights Commission as confirmed by Ms. Veronica Ng of the HRC. The proposed contract has also been approved by the Civil Service Commission.

Since this new requirement of compiling and processing emissions data will be repeated every two years at each facility with increasingly stringent risk assessment limits, CWP will purchase the necessary sampling equipment from the private consultant contracted to perform this work. As part of the proposed contract, the consultant will also train City personnel to conduct the sampling in the future. This will result in considerable future cost savings for the City since consultants will no longer need to be hired to perform the samplings. However, it is intended to continue to have the samples tested by outside laboratories because of the tremendous cost of procuring the required specialized equipment. According to CWP, the sampling, analysis and report preparation will be included in future departmental budgets as a normal operation expenditure for all work to be performed after June 30, 1990. CWP advises that insufficient notice and regulatory agency guidance, including the Bay Area Air Quality Management District (BAAQMD), prevented this work from being included in the regular 1989/90 City budget.

Project cost are identified as follows:

Costs associated with Sampling and Analyses at
SEWPCP and RSWPCP:

Consultant Costs:

Sampling	\$106,400
Analysis	102,865
Report	45,000
Equipment, supplies, travel	38,400
Computer modeling for Emission Method D	<u>30,000</u>

\$322,665

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BUDGET ANALYST

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City Purchase of Sampling Equipment - Consultant	\$ 23,400
Sampling Training for City Personnel - Consultant	18,325

City Staff Support:

Project Management (CWP)	
Personnel	32,500
Technical Assistance, Treatment Plant Personnel	<u>21,300</u>
	<u>53,800</u>
Subtotal	<u>\$418,190</u>

Costs associated with Estimating Plan and
Testing Protocols for NPWPCP:

Consultant Costs:

Site investigation	3,500	
Report preparation	7,500	
Equipment, supplies, travel	<u>1,200</u>	
		12,200

City Staff Support:

Project Management (CWP)	
Personnel	3,900
Technical Assistance, Treatment Plant Personnel	<u>5,300</u>
	<u>9,200</u>
Subtotal	<u>\$21,400</u>

Costs associated with Meteorological
Station Installation at SEWPCP, RSWPCP
and NPWPCP:

Equipment	<u>101,400</u>	
Subtotal		101,400

Contingency (10% of above costs):	<u>54,099</u>
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TOTAL	\$595,089
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BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. According to Brendan McDevitt, CWP Project Manager, the City is a member of a group of over 20 Publicly Owned Treatment Works (POTW) jurisdictions in the Bay Area on developing a basic Emissions Inventory Plan as required by the Bay Area Air Quality Management District (BAAQMD). The POTW jurisdictions are coordinated by the Union Sanitary District. As jointly agreed to by the participating jurisdictions, the firm of CH2M Hill was hired to provide technical assistance to complete the Emissions Inventory Plan which would be used by each of the POTW's in the testing and evaluating of air toxics and pollutants.

2. To recap and summarize the project budget, Mr. McDevitt advises that approximately \$5,000 of the \$376,590 budgeted for consultant costs would be set aside to continue on-going consultant services with CH2M Hill, the firm which assisted the POTW jurisdictions to develop the Emissions Inventory Plan required by BAAQMD. Proposed consultant costs, staff costs, equipment and contingency are budgeted as follows:

Consultants:	
Odor Science and Engineering Co.	\$371,590
CH2M Hill	<u>5,000</u>
Subtotal	376,590
Equipment Purchase and Installation	101,400
City Staff Costs	63,000
Contingency	<u>54,099</u>
Total	\$595,089

Recommendation: Approve the proposed supplemental appropriation.

Item 7 - File 101-89-83

Department: City Planning

Items: Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits, telephone, other services, office supplies and minor furnishings to fund three positions.

Amount: \$73,470

Source of Funds: General Fund \$200,000 Affordable Housing Action Plan Reserve established in the 1989-90 budget.

Description: 1. During the 1989-90 budget process, the Board of Supervisors reserved \$200,000 for an Affordable Housing Action Plan. At the same time, three unfunded positions in the Department of City Planning were reserved. The proposed Supplemental Appropriation Ordinance would fund these three reserved but unfunded positions from the \$200,000 Affordable Housing Action Plan Reserve established in the 1989-90 budget. The three positions are as follows:

			1989-90	Top Step
			Biweekly	Annual
<u>Action</u>	<u>No.</u>	<u>Classification</u>	<u>Salary</u>	<u>Salary</u>
<u>City Planning</u>				
Fund	2	5278 Planner II	\$1,336-1,618	\$42,068
Fund	1	5296 Planner IV	\$1,791-2,178	\$56,628

At the top step, the three positions to be added would cost \$140,764 in annual salary costs.

The Planner IV would serve as the Planning Department's coordinator for the affordable housing effort. The primary tasks of this position would be management of surveys of potential affordable housing sites, review of in-law housing issues and development of new zoning controls to promote affordable housing.

One Planner II would be responsible for the expedited completion of priority area plans which would add to the stock of affordable housing. The plans would include the areas of South Van Ness, Bayshore and the Central Waterfront. The other Planner II would develop a planning manual for residential projects and to evaluate a variety of measures aimed at increasing the affordable housing stock. These measures would include expanding the condominium and apartment conversion ordinances, adopting alternative density and bulk controls and performing review of large projects on completion to insure that they have met the affordable housing requirements agreed upon with the City.

2. The proposed Supplemental Appropriation Ordinance would appropriate \$73,470 for permanent salaries and mandatory fringe benefits, telephone, other services, office supplies and minor furnishings for the funding of three positions for Fiscal Year 1989-90 as follows:

Permanent Salaries	\$57,192
Mandatory Fringe Benefits	14,748
Telephone	465
Office Supplies	615
Minor Furnishings	300
Other Services	<u>150</u>
Total	\$73,470

Comments:

1. The Board of Supervisors approved a \$51,497 Supplemental Appropriation Ordinance for two positions in the Mayor's Office in January 1990 utilizing funds from the \$200,000 Affordable Housing Action Plan Reserve established in the 1989-90 budget. The balance of funds in this reserve, excluding the proposed supplemental appropriation is \$148,503.

2. Ms. Martha Kessler of the City Planning Department reports that the \$465 budgeted for telephone and the \$615 budgeted for office supplies are based on an average annual cost per Planner within the Planning Department multiplied by the three new funded positions. Since these positions are only being funded for four months in Fiscal Year 1989-90, the budget for telephone should be reduced by \$310 from \$465 to \$155 and the budget for office supplies should be reduced by \$410 from \$615 to \$205. Ms. Kessler adds that the \$300 budgeted for minor furnishings is for three file cabinets and the \$150 budgeted for other services is for three copies of the City Planning Code.

3. The requested supplemental appropriation is based on the three positions being funded as of January 26, 1990. However, the earliest that these positions could be funded is March 9, 1990. Therefore, the requested amount of \$73,470 for permanent salaries and mandatory fringe benefits should be reduced by \$23,890 to \$49,580 (including the reductions in Comment No. 2 for telephone and office supplies) to provide funding for 8 biweekly pay periods from March 9, 1990 through June 30, 1990 as follows:

	<u>Requested Funding</u>	<u>Recommended Amount</u>	<u>Recommended Savings</u>
<u>Source of Funding</u>			
Affordable Housing Reserve	<u>\$73,470</u>	<u>\$50,300</u>	<u>\$23,170</u>
<u>Proposed Use</u>			
Permanent Salaries	57,192	38,568	18,624
Retirement	8,579	5,785	2,794
Social Security	4,375	2,950	1,425
Health Service	1,794	1,467	327
Telephone	465	155	310
Office Supplies	615	205	410
Minor Furnishings	300	300	0
Other Services	<u>150</u>	<u>150</u>	<u>0</u>
Total	<u>\$73,470</u>	<u>\$49,580</u>	<u>\$23,890</u>

Recommendation: Amend the proposed Supplemental Appropriation Ordinance to reduce the needed funding by \$23,890 from \$73,470 to \$49,580, and approve as amended.

Item 8 - File 28-90-1

Department: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Resolution authorizing emergency repair work on a damaged sewer located on Francisco Street, Divisadero to Scott Streets and Bay Street.

Amount: \$115,190

Source of Funds: Clean Water Program, Sewer Repair and Replacement Fund

Description: DPW has determined that the existing sewer (located in the area noted above) has been damaged as a result of the October 17, 1989 earthquake and constitutes a hazard to the public health and welfare.

In accordance with Section 6.30 of the Administrative Code, CWP initiated an expedited bidding procedure for the necessary construction work on the damaged sewer. CWP invited sixteen contractors, including MBE/WBE firms, to bid on the construction work. Based on the selection of the lowest construction bid of \$82,444, CWP awarded the construction contract to Dalton Construction Company, an MBE/LBE firm, on December 1, 1990 to perform the repair work. Project costs are summarized as follows:

CWP Design Engineering	\$ 22,000
DPW Bureau of Engineering	1,000
DPW Bureau of Traffic Engineering	1,500
Construction (Dalton Construction Co.)	82,444
Contingency (10%)	<u>8,246</u>
Total	\$115,190

Comments:

1. Mr. Ramsis Attia of the CWP, reports that construction on the project began December 4, 1989 and was completed December 15, 1989.
2. Mr. Attia reports that the Department anticipates that Federal Emergency Management Agency (FEMA) funds might be made available to offset a portion (as yet undetermined) of the City's cost for repair of the damaged sewer.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 9 - File 60-90-3

1. The proposed ordinance would call for a special municipal election to be conducted by the City on June 5, 1990 for the purpose of submitting a proposition to the voters which would authorize the issuance of \$332,400,000 in General Obligation bonds for acquisition, construction or reconstruction of buildings owned by the City and County, including earthquake repairs and earthquake hazard reduction, asbestos abatement and access for the disabled. The authorization for the \$332,400,000 of General Obligation bonds would be reduced by the amount of post-audit FEMA and State of California grants received for earthquake repairs and the CAO and the Controller would be responsible for monitoring the issuance of the bonds and the actual post-audit receipt of any grant funds. The proposed ordinance would also find that the estimated cost of the proposed City improvements are too great to be paid from the City's ordinary income and revenue, thereby necessitating the issuance of the proposed General Obligation bonds and would consolidate the proposed special election with the general election previously scheduled, in accordance with State law.

2. The seismic safety, repair and rehabilitation improvements, which would be funded from the \$332,400,000 General Obligation bonds, to be submitted for approval of the voters pursuant to this proposed ordinance, would provide funds to specifically conduct earthquake damage repairs, provide life safety and code mandated work, such as asbestos abatement and access for the disabled, conduct concurrent facility preservation improvements, replace the Zoo's infrastructure, seismically strengthen City buildings and provide ongoing planning and assessments of City facilities. The cost breakdown of the proposed improvements is as follows:

Earthquake Damage Repairs	\$53,440,000
Life Safety and Code Mandates	30,150,000
Facility Preservation	16,130,000
Zoo Infrastructure	26,000,000
Seismic Strengthening	204,790,000
Planning and Assessments	<u>1,890,000</u>
Total	\$332,400,000

The attachment provided by DPW identifies collectively the various non-Civic Center buildings, each of the proposed buildings in the Civic Center area (i.e., City Hall, Civic Auditorium, Opera House, Veterans Building and the Health Department's Headquarters at 101 Grove Street) and the estimated cost for each of the major categories of work proposed.

3. Section 9.103 of the City Charter states that:

"Special municipal elections shall be called by the registrar when required by this chapter on the filing of appropriate initiative, referendum or recall petitions, as provided by this charter, and may be called by the supervisors for bond issues (emphasis added), declarations of policy, or for the voting on candidates for city and

county offices not subject to election at general municipal elections or municipal runoff elections.”

Comments

1. The Board of Supervisors previously approved a resolution (File 170-90-1) which determined and declared that the public interest and necessity required the issuance of the \$33.4 million in General Obligation bonds for seismic safety and other rehabilitation improvements to the City's public facilities. This resolution also stated that FEMA and State reimbursements would directly reduce the amount of the \$332.4 million bonds that are issued and that the issuance of these bonds would be limited to no more than \$65 million in any single fiscal year.

2. According to Mr. Bob Kenealey of the City Attorney's Office, the proposed ordinance, which calls for a special election, is required by the State Government Code, due to the proposed issuance of General Obligation bonds. However, as cited above, this measure would be consolidated with the general election and therefore a separate special election is not required.

3. Due to the consolidation of the special election with the general election already scheduled to be held on June 5, 1990, Ms. Germaine Wong, the Registrar of Voters, reports that the proposed ordinance should only result in some minor additional printing costs for the City. According to Ms. Wong, it costs approximately \$2,100 per page for printing, postage and the ballot requirements. However, Ms. Wong reports that no precise estimate of the additional expenses can be made at this time because it is not known how many pages of arguments will be submitted.

4. As previously reported, the CIAC and the CAO's Office anticipate selling the proposed bond issue over a period of up to ten years in order to minimize the effect of the bond redemption and debt service on the City's property tax rates. Therefore, according to Mr. Kenealey, an amendment of the whole will be introduced to state that “no more than \$65 million of said bonded indebtedness shall be incurred in any single fiscal year”. The recently approved resolution declaring the need for the issuance of this bond contained similar language. The proposed amendment of the whole also states that the amount of FEMA or State grants for earthquake repairs “and hazards reduction” will reduce the amount of the \$332.4 million bond authorization.

5. The Controller's Office reports that on a 20-year basis, and assuming an interest rate of approximately seven percent, the proposed \$332.4 million bond redemption would result in a total bond interest cost of approximately \$244,314,000 and a total debt service requirement of approximately \$576,714,000. Based on the proposed amended language that would limit the issuance of these bonds to \$65 million per year, Mr. John Madden states that the Controller's Office will revise their fiscal analysis to result in approximately \$5.6 million of debt service per year over the 20-year period. Assuming a 20-year period and an interest rate of approximately seven percent, Mr. Madden reports that this would result in a \$.01488 (approximately one and a half cent) increase in the property tax rate. At

this rate, the owner of a house assessed at \$200,000 would pay approximately \$28.72 in additional property taxes per year for the 20 years of the bond issue. The Controller's analysis assumes no FEMA or State reimbursement of funds to offset some of the bonds, because at present, the amount of the FEMA or State grant funds are indeterminable.

6. The CIAC projected an increase of approximately \$.02 to \$.03 (two to three cents) per \$100 of assessed value on the property tax rate. At these rates, the owner of a house assessed at \$200,000 would pay approximately \$38.60 to \$57.90 in additional property taxes per year.

7. The City's current bonding capacity is approximately \$1.14 billion. The proposed \$332.4 million bond program would reduce the City's bonding capacity to approximately \$807.6 million. However, because the CIAC proposes to sell the bonds over a six to ten-year period, and the City's bonding capacity increases each year due to the increased valuation of assessed property, coupled with the maturation of existing outstanding debt, the City's net bonding capacity will be determined by the amount of bonds sold and the City's bonding capacity in any given year. According to the proposed ordinance, the bonds would be sold at an interest rate not to exceed 12 percent per year.

8. The City's tax rate for fiscal year 1989-90 is \$1.09 per \$100 of assessed valuation. The tax rate for fiscal year 1990-91 has not yet been established and will be set in September, 1990. According to the Controller's Office, depending on when the first bond sale is scheduled, the proposed bond issue may result in an increase in the City's bonded indebtedness during fiscal year 1990-91.

9. As stated in the proposed ordinance, the specific language that will appear on the ballot states:

"PUBLIC SAFETY IMPROVEMENT BONDS, 1990. To incur a bonded indebtedness of \$332,400,000 for acquisition, construction or reconstruction of buildings owned by the City and County of San Francisco, including earthquake repairs and earthquake hazards reduction, asbestos abatement, providing access for the disabled; provided, however, that no more than \$65,000,000 of said bonded indebtedness shall be incurred in any single fiscal year and provided, further, that the authorization in the amount of \$332,400,000 will be reduced by the amount of the actual receipt of FEMA and State of California grants for earthquake repairs and hazards reduction."

Based on discussions at the February 7, 1990 Finance Committee meeting, the Budget Analyst notes that specific language is not included in the ballot to identify that facility preservation, zoo infrastructure, seismic strengthening or planning and assessment work would be included in the proposed bond measure. In discussions with the City Attorney's Office, Mr. Kenealey reports that the proposed ordinance cannot be amended at this time, because it reflects the same language that was contained in the resolution recently adopted by the Board of Supervisors.

Memo to Finance Committee
February 14, 1990

Recommendation

Approve the proposed ordinance based on the prior approval by the Board of Supervisors of the resolution declaring the public interest and necessity of the proposed General Obligation bond issue relating to earthquake repairs and earthquake hazard reduction, asbestos abatement and access for the disabled.

EARTHQUAKE SAFETY PROGRAM PHASE II
ALLOCATION OF COST BY PROGRAM COMPONENT

Building Location	Non-Civic Center	City Hall	Opera House	Veteran's Building	Civic Auditorium	DPH Hqtrs.	Totals
Sq. Ft.	Various	400 Van Ness Ave.	301 Van Ness Ave.	401 Van Ness Ave.	99 Grove St.	101 Grove St.	
	6,457,000	518,000	351,000	247,500	178,000	108,000	7,859,500
Earthquake Damage Repair	21,250,000	\$23,000,000	3,690,000	4,020,000	340,000	1,140,000	\$53,440,000
Life Safety/ Code Mandates	\$8,370,000	\$5,220,000	\$3,220,000	\$4,150,000	\$5,030,000	4,160,000	\$30,150,000
Facility Preservation	5,480,000	\$5,920,000	1,740,000	1,740,000	0	\$1,250,000	\$16,130,000
Subtotals	\$35,100,000	\$34,140,000	\$8,650,000	\$9,910,000	\$5,370,000	\$6,550,000	\$99,720,000
Seismic Strengthening	13,110,000	\$94,430,000	31,940,000	31,030,000	22,330,000	\$11,950,000	\$204,790,000
S.F. Zoo Subsurface Infrastructure	26,000,000						26,000,000
Subtotals	\$74,210,000	\$128,570,000	\$40,590,000	\$40,940,000	\$27,700,000	\$18,500,000	\$330,510,000
Planning & Assessments							\$1,890,000
Program Total							\$332,400,000

Notes:

1. All project cost estimates include construction, design, planning, and contingency, relocation and disruption where appropriate.
2. An inflation factor of 5% per year is included in all estimates. Civic Center buildings include five years of inflation to reflect the anticipated project schedule and sequence, except for City Hall which has a four year inflation period reflecting its project period. All non-Civic Center buildings have a three year period of inflation to reflect their anticipated project period.
3. A portion of the project cost associated with earthquake damage repair work will be reimbursed by the Federal Emergency Management Agency (FEMA).
4. Planning & Assessments will be conducted on non-Civic Center City buildings that will need seismic strengthening and related improvements.

Item 10 - File 38-90-1

- Department:** Department of Public Works (DPW)
- Item:** Resolution authorizing the Department of Public Works to accept a gift of a mechanical street cleaning machine called a Litter Hog.
- Description:** Norcal Solid Waste Systems Inc., a San Francisco based company, has offered to donate to the City's Department of Public Works a new mechanical machine (Litter Hog), capable of efficiently removing light litter from the City's public areas (i.e., streets and plazas). Norcal Solid Waste Systems is a holding company which has a number of subsidiaries, two of which, Sunset Scavenger and Golden Gate Disposal, are currently under contract with the City for the provision of scavenger services.
- DPW reports that litter tonnages have doubled in many parts of the City during the last ten years, resulting in an annual removal of over 20,000 tons of litter from public streets. According to DPW, the Litter Hog, which functions as a vacuum to "suck-up" small debris such as leaves, paper and cigarette butts, would be useful in the Department's on-going street cleaning efforts.
- Mr. John Roumbanis, Superintendent of Street Cleaning and Urban Forestry of DPW, reports that the Litter Hog is valued at approximately \$12,000. Mr. Roumbanis adds that the maintenance costs for this machine would be absorbed within the Department's existing maintenance budget.
- Comment:** Mr. Richard Evans, Director of DPW, reports that the Norcal Solid Waste System's donation of the Litter Hog represents a public relations effort and is in line with the Company's historical support of anti-litter programs.
- Recommendation:** Approve the proposed resolution.

Item 11 - File 38-90-2

- Department:** Recreation and Park Department (RPD)
- Item:** Resolution authorizing the acceptance of a gift of \$24,612 for the purchase of a passenger van.
- Description:** The Friends of Recreation and Park, a non-profit agency, has offered to donate a gift of a passenger van to the City's Recreation and Park Department. The van, which would be equipped with a wheelchair lift and a tie down for two wheelchairs, would be used by the Special Needs Division of the Recreation and Park Department. RPD reports that the passenger van would provide transportation services to various recreational facilities for physically challenged school children, ages 8 to 13.
- Mr. Ernie Prindle of RPD reports that the maintenance costs for the vehicle would be absorbed within the Department's existing maintenance budget.
- Comment:** The proposed legislation requests the authorization to accept \$24,612 for the purchase of a passenger van. The Friends of Recreation and Park have offered to donate a passenger van to the City, not a cash gift to purchase a van. The Friends of Recreation and Park paid the \$24,612 purchase price directly to the auto dealership for the purchase of the van. Therefore, the legislation should be amended to reflect the acceptance of a passenger van instead of a cash gift of \$24,612.
- Recommendation:** Amend the proposed legislation to reflect the acceptance of a gift of a passenger van and approve the legislation as amended.

Memo to Finance Committee
February 14, 1990

Item 12 - File 51-89-4

The proposed resolution would authorize the payment of claims made by various City employees for the cost of their personal property which has been damaged and/or stolen in the line of duty and without the fault of the employees involved. Please refer to the attached Controller's report regarding the specific claims and recommended reimbursements to the 12 employees at a total cost of \$1,647.78.

Recommendation

Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

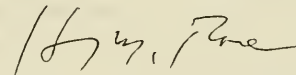
REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEE

January 8, 1990

<u>Department</u>	<u>Item</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>
<u>Dept. Health Services</u>			
Sandra Lockwood	Torn Silk Slacks	\$ 35.00	\$ 26.21
<u>Water Dept.</u>			
Charles Brent	Damaged Refrigerator	\$ 245.57	-0-
<u>Dept. Public Health</u>			
Penelope Tishma	Damaged Auto	\$ 122.50	122.50
Annie Mendoza	Broken Eyeglasses		
	Frame	\$ 63.00	63.00
Virginia Didier	Stolen Wallet and		
	Contents	\$ 109.00	-0-
Jesus R. Galang	Stolen House Keys	\$ 46.26	-0-
<u>Municipal Court</u>			
Jue Fong	Damaged Reebok Shoes	\$ 50.00	50.00
<u>Recreation and Park</u>			
Darryl Hall	Vandalized Auto	\$ 979.56	-0-
Jimmie Shepard	Stolen Items from		
	Purse	\$ 123.00	-0-
Thomas E. Chiosso	Stolen Camera and		
	Equipment	\$ 419.82	419.82
<u>Juvenile Court</u>			
Kristine Versti	Damaged Pants	\$ 31.03	31.03
<u>Dept. Public Works</u>			
Michael J. Lee	Broken Eyeglasses	\$ 65.61	65.61
Sherman Yu	Broken Eyeglasses	\$ 198.00	198.00
<u>Sheriff</u>			
Gordon Contreras	Broken Eyeglasses	\$ 179.25	-0-
<u>Municipal Railway</u>			
Oscar Sanchez	Damaged Leather Jacket	\$ 166.14	-0-
Karen L. Gonzalez	Stolen Tools and		
	Clothing	\$ 277.61	277.61
<u>Airports</u>			
Sandra Dell'Agostino	Damaged Automobile	\$ 100.00	100.00
Ronald Wilson	Damaged Shoes	\$ 84.00	84.00
David Wilson	Damaged Shoes	\$ 200.00*	210.00
Lisa Cameron	Damaged Folk Art		
	Sculptures	\$ 2,250.00	-0-
TOTAL		\$ 5,745.35**	\$ 1,647.78

Items 13 through 15 - Files 45-90-4, 48-90-3 and 48-90-4

The proposed ordinance authorizing settlement of a litigation and resolutions authorizing settlements of unlitigated claims are legal matters under the responsibility of the City Attorney's Office. The Budget Analyst does not normally review and report on such items.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Ward
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Nelder
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

0.25
1/90

*Actions
Taken*

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

FEB 27 1990

**SAN FRANCISCO
PUBLIC TREASURY**

WEDNESDAY, FEBRUARY 21, 1990 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, WARD, HALLINAN

ABSENT: SUPERVISOR WALKER, ITEM 10

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. **File 101-89-84. [Government Funding] Ordinance appropriating \$215,000 for capital improvement project (Richmond Transport Plan), Cleanwater Program, for fiscal year 1989-90. #RO 9201 (Controller)**

ACTION: CONTINUED TO 2/28/90.

2. **File 101-89-85. [Government Funding] Ordinance appropriating \$220,000 for communication equipment and rescinding \$220,000 from Permanent Salaries - Miscellaneous, Police Department for Fiscal Year 1989-90. RO #9202 (Controller)**

ACTION: RECOMMENDED.

3. **File 82-90-2. [Sale of Easement] Ordinance authorizing sale of a 13 foot wide easement over San Andreas pipeline right of way located in Colma in San Mateo County to the town of Colma for sidewalk and public street purposes. (Real Estate Department)**

ACTION: RECOMMENDED.

4. **File 96-90-1. [Sale of Surplus Property] Ordinance authorizing sale of surplus City-owned real property (Lot 37, Block 805, remainder from the widening of Webster Street); and adopting findings pursuant to City Planning Code Section 101.1. (Real Estate Department)**

ACTION: RECOMMENDED.

5. **File 12-89-24. [Alcohol Tax] Resolution supporting an increase in the Alcohol Beverage Tax. (Supervisor Kennedy)**

ACTION: AMENDED AS FOLLOWS: Line 1, after "SUPPORTING" delete "AN INCREASE IN THE ALCOHOLIC BEVERAGE TAX." and insert "THE ALCOHOL TAX INITIATIVE OF 1990."; Line 25, after "services" insert "by supporting the Alcohol Tax Initiative of 1990". NEW TITLE: "[Alcohol Tax] RESOLUTION SUPPORTING THE ALCOHOL TAX INITIATIVE OF 1990." RECOMMENDED AS AMENDED.

6. File 97-90-4. [Membership] Ordinance amending Administrative Code, by amending section 16.6-12, adding two organizations to the membership list of the Office of the Controller, The Association of Health Care Internal Auditors, Inc. and County Auditors Association of California. (Controller)

ACTION: RECOMMENDED.

7. File 28-90-2. [Emergency Work] Resolution approving the funding required for emergency modifications to the ventilation system at the Municipal Railway H. Welton Flynn Motor Coach Division at 1940 Harrison Street, for the Public Utilities Commission. (Public Utilities Commission)

ACTION: RECOMMENDED.

8. File 101-87-36.37. [Release of Funds] To consider release of reserved funds, Public Utilities Commission, in the amount of \$63,000, to fund the off-site study of ground water contamination. (Public Utilities Commission)

ACTION: RELEASE OF \$63,000 APPROVED; FILED.

9. File 101-89-1.10. [Release of Funds] To consider release of reserved funds, Department of Public Works, Bureau of Building Inspection, in the amount of \$54,549, for funding for three positions to assist the permit issuance program. (Department of Public Works)

ACTION: RELEASE OF \$16,299 APPROVED; FILED.

10. File 27-90-4. [Airport Revenue Bonds] Resolution approving the issuance of up to \$92,900,000 principal amount of San Francisco International Airport Revenue Bonds, Series E and establishing a maximum interest rate therefor. (Airports Commission)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE ADOPTED. RECOMMENDED.

11. File 28-90-3. [Airport Administration] Resolution modification to Board of Supervisors Resolution No. 926-89, changing the budget for San Francisco International Airport emergency earthquake repair work in terminals. (Airports Commission)

ACTION: RECOMMENDED.



BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

February 21, 1990

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst

FEB 26 1990

SUBJECT: February 21, 1990 Finance Committee Meeting

SAN FRANCISCO
PUBLIC LIBRARY

Item 1 -File 101-89-84

Department: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Supplemental Appropriation Ordinance to provide additional funds for an Environmental Impact Report on the Richmond Transport Project.

Amount: \$215,000

Source of Funds: 1976 Sewer Revenue Bond Funds

Description: The Richmond Transport Project is a combination of underground retention facilities to store excess wet-weather flow, and enlarged interceptor sewers to convey additional flow to the recently completed Westside Transport for subsequent treatment at the new Oceanside Water Pollution Control Plant. The current planning phase consists of the completion of the facilities plan, including an Environmental Impact Report (EIR), in accordance with requirements of the Federal Environmental Protection Agency (EPA). Under the plan, the Regional Water Quality Control Board (RWQCB) has mandated the control of all Combined Sewer Overflows (CSO) from the Richmond District at Baker Beach from an average of 40 overflows per year to eight overflows per year. In 1988, the RWQCB revised its Cease and Desist Order to establish a new compliance schedule for the Richmond Transport Project as follows:

Complete Environmental Review	12/89
Complete Design	5/91
Start Construction	8/92
Complete Construction	9/94
Full Compliance with Overflow Requirements	9/94

In compliance with this schedule, the City Planning Department published a Draft Environmental Impact Report (EIR) in June 1989 which discussed four alternatives for meeting the RWQCB's requirements. The Draft EIR was prepared by Orion Environmental Associates (WBE) with technical assistance from Hydroconsult Engineering (hydrology analysis) and Dames & Moore (geo-technical analysis). As of December 31, 1989, \$692,791 had been expended and committed on these planning and environmental reviews from a total budget of \$725,000, of which \$428,809 was expended for consultants and \$263,982 for City staff costs. According to Mr. Mauricio Trigueros of CWP, the difference of \$32,209 (\$725,000 - \$692,791) is set aside for anticipated on-going planning and environmental review costs until the pending budget is approved to amend the Draft EIR.

As the result of hearings on the Draft EIR, the City Planning Commission decided that the City Planning Department should include an in-depth analysis of a fifth alternative to the project design, a large underground sewage collection/transport box and pump station within the Presidio.

Additional funds needed to complete the environmental review and planning phase (fifth alternative design) of the Richmond Transport Project are as follows:

City Staff Costs:

Clean Water Program Staff (CWP)	\$95,000	
Department of City Planning (DCP)	<u>28,500</u>	
		\$123,500

Consultants:

Environmental Impact Report - (Orion Environmental Assoc. - WBE)	51,000
Hydrology Analysis - (Hydroconsult Engineering)	21,000
Geo-technical Analysis - (Dames & Moore)	<u>37,500</u>
	109,500

Other Costs:

Printing	28,000
Contingency (10% of Total)	<u>29,000</u>
	<u>57,000</u>
Total	\$290,000

Less: Pending Release of Reserve from
Ordinance No. 23-76 75,000

Total (This Supplemental Appropriation) \$215,000

The proposed consultant costs reflect contract amendments to existing consultant contractors who are currently working on the Richmond Transport Project.

Completion of the facility planning process is expected to be delayed approximately four months from January to May, 1990 as a result of the change in scope of the environmental review. Because CWP has not completed the EIR by December 1989 as required by the RWQCB, the City may be required to pay a penalty for delaying a compliance schedule set forth in a RWQCB Cease and Desist Order. Ms. Pla of CWP advises that the Clean Water Act provides for penalties of \$25,000 per day for non-compliance of Cease and Desist Orders, which could be assessed by the RWQCB or as the result of litigation initiated by the public.

Comments:

1. CWP's total proposed budget of \$290,000 for the supplemental EIR includes the \$215,000 in the proposed legislation, and the pending release of a \$75,000 reserve (Ordinance No. 23-76). This Ordinance originally included \$800,000 for the planning of the Richmond Transport Project, but only \$725,000 was released because \$75,000 was identified as possible duplicate services. If the proposed supplemental appropriation is approved, the Richmond Transport Project would have a total planning budget of \$1,015,000 (\$725,000 plus \$290,000). According to Mr. Trigueros of CWP, a request for the release of the \$75,000 reserve will be submitted to the Board of Supervisors shortly.
2. Mr. Trigueros also advises that sufficient budget detail cannot be provided to the Budget Analyst for the subject legislation until the Project Manager returns next week from vacation. Under these circumstances, CWP is requesting that the Finance Committee continue this item for one week.
3. A one week continuance for the proposed \$215,000 supplemental may also allow the pending companion item to release the \$75,000 reserve, as discussed in Comment 1, to be heard concurrently.

Recommendation: Continue the proposed Supplemental Appropriation for one week, as requested by the Clean Water Program.

Item 2 - File 101-89-85

Department: Police Department

Item: Supplemental Appropriation Ordinance to reappropriate 1989-90 Police Department budgeted funds.

Amount: \$220,000

Proposed Source of Funds: Permanent Salaries - Miscellaneous

Description: The Police Department has been remodeling the communications room containing the telephone switching equipment for the 911 Emergency System for several years through work orders with the Department of Electricity. The Police Department is proposing that the 15 year old 911 telephone switching equipment be replaced at a cost of \$220,000 which will be totally reimbursed by the State of California.

Lt. Thomas Suttmeier, Commanding Officer of the Planning Division, reports that, after the October 17, 1990 Earthquake, the existing 911 Emergency System telephone switching equipment, which relies on Pacific Bell telephone facilities that were not operating properly as a result of the earthquake, was not able to transfer emergency calls to the Fire Department or to Paramedics. The proposed new switching equipment would not rely on Pacific Bell telephone facilities.

The Police Department proposes using funds from their 1989-90 Permanent Salaries - Miscellaneous budget to purchase the new switching equipment. Lt. John Robinson, Police Department Administration, indicates that the Police Department anticipates a surplus in this account for 1989-90 due to a higher attrition rate than previously expected.

The 911 Emergency System telephone switching equipment to be purchased, including installation and sales tax, is as follows:

1-Automatic Line Identification Multiplexer	\$ 12,984
15-Display Terminal	13,338
1-Automatic Number Identification Controller and Distribution System	123,775
15-Callmaster Telephone Sets	19,630
1-Call Detail Recorder	21,566
1-Printer	2,365
Cabling	11,876
Maintenance Agreement	<u>14,466</u>
Total Equipment Cost	\$220,000

Comments:

1. As previously noted, Lt. Suttmeier emphasizes that the State will reimburse the City for the proposed new equipment as is done for all counties purchasing 911 Emergency System equipment.

2. The Police Department took bids from both American Telephone and Telegraph (AT&T) and Pacific Bell and has considered either leasing or purchasing the 911 Emergency System equipment. The Police Department determined that purchasing the equipment from AT&T would provide the most trouble free operation of the system.

Recommendation: Approve the proposed Supplemental Appropriation Ordinance.

Item 3 -File 82-90-2

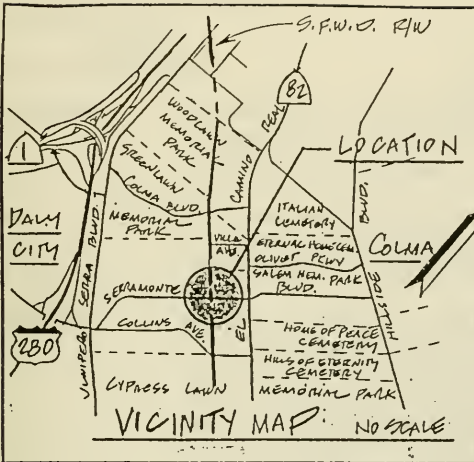
- Department:** Real Estate Department
Water Department
- Item:** Ordinance authorizing the sale of an easement, 13 feet wide, over the San Andreas Pipeline Right-Of-Way located in Colma in San Mateo County. The sale of the easement by the City to the Town of Colma is for sidewalk and public street purposes.
- Location:** A portion of Parcel 16 of San Francisco Water Department's San Andreas Pipeline Right-Of-Way located on the south side of Serramonte Boulevard in the Town of Colma (see attached map).
- Description:** A 13-foot wide easement (1,105 sq. ft.) for public sidewalk improvements, roadway improvements, including curb, gutter, and asphalt pavement, would be permitted along with other improvements such as handrails and landscaping, but not including the planting of trees or the installation of structures.
- Sales Price
for Easement:** The sale price for the easement is \$2,500. The Director of Property has estimated the fair market value of the easement to be \$2,500. According to Ms. Christine Morioka of the Water Department, the proceeds from the sale of the easement for public sidewalk and roadway improvements will be deposited in the Water Department's Miscellaneous Revenue Account.
- Comments:**
1. According to the Director of Property, the improvements are needed to promote public pedestrian safety in this area along Serramonte Boulevard.
 2. The sale of the easement to the Town of Colma will not interfere with the City's use of the easement area for water pipelines or other related purposes.
 3. The City has reserved the right to close the easement to traffic for as long as is reasonably necessary to repair or replace existing underground pipelines and/or to place additional pipelines. However, the City is responsible for the cost of any damages needing repair or replacement to street improvements within the easement area if such damages were caused by the work undertaken by the City.

4. All plans by the Town of Colma to improve the easement, including the provision of vehicular driveway access along Serramonte Boulevard, will require prior approval of the San Francisco Water Department.

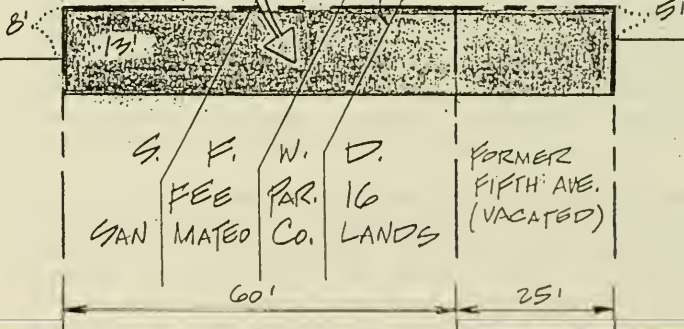
5. The sale of this easement for sidewalk and road improvements will not affect the City's Master Plan.

Recommendation: Approve the proposed ordinance.

EXHIBIT A



LOCATION OF
EASEMENT
TO BE SOLD
1105 SQ. FT.



CITY AND COUNTY OF SAN FRANCISCO
PUBLIC UTILITIES COMMISSION
SAN FRANCISCO WATER DEPARTMENT

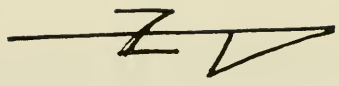
SALE OF EASEMENT
TOWN OF COLMA
STREET AND PEDESTRIAN SIDEWALK
PORTION OF { B.M. PL. 2 S.A.R.L. NO. 1 & 2 R/W, PAR. 16, SAN MATEO CO. LANDS S.M. CO.
VACATED FORMER FIFTH AVENUE

APPROVED SCALE 1" = 20'-0" BY H.C. DR. P.A. DRAWING NO.

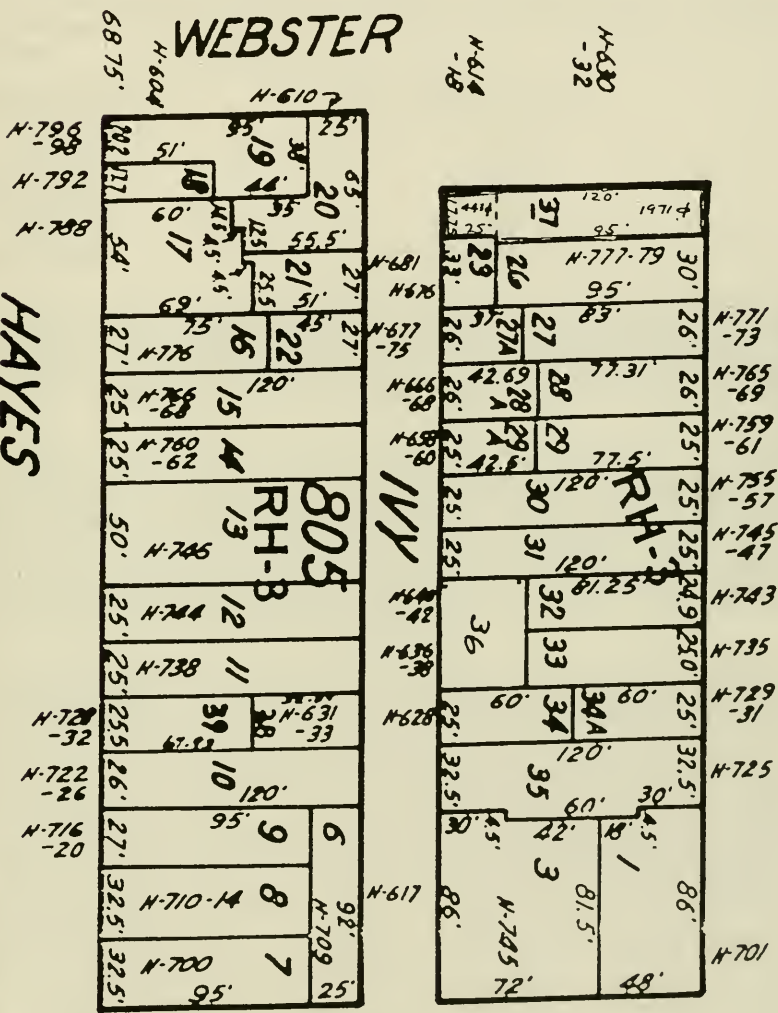
Item 4 - File 96-90-1

- Department:** Department of Public Works
Department of City Planning
Real Estate Department
- Item:** The proposed ordinance would authorize the sale of surplus City-owned property and adopt findings pursuant to City Planning Code Section 101.1
- Description:** The Department of Public Works in June 1988 declared Lot 37, Block 85 (located at the corner of Webster and Grove Streets -see attached map) to be surplus property. The vacant lot is a remnant from property previously acquired by the City for the widening of Webster Street. The property has been valued at \$90,000 by the Real Estate Department and if the proposed ordinance is approved, the property would be sold at public auction.
- Comments:**
1. The Department of City Planning has determined that the proposed sale of the vacant lot is in conformity with the City's Master Plan and consistent with the eight priority policies of Planning Code Section 101.1.
 2. The Department of City Planning has notified the Real Estate Department that three housing units could be built on Lot 37, Block 85. Since \$90,000 is the total value of the lot, each of the three units would be valued at \$30,000.
 3. Mr. Larry Ritter of the Real Estate Department notes that the Real Estate Department is discussing with the Mayor's Office of Housing the possibility of deeding the property to a non-profit organization which would utilize the lot for the building of three units for the housing of mentally-handicapped individuals. If such an agreement is concluded, it would have to be approved by the Board of Supervisors.
 4. Mr. Ritter states that the Real Estate Department wants the proposed ordinance to be passed at this time so if the agreement is not concluded with the Mayor's Office of Housing, the Real Estate Department can proceed with the sale of the lot at public auction. Any future sale of the property is also subject to approval of the Board of Supervisors.
- Recommendation:** Approve the proposed ordinance.

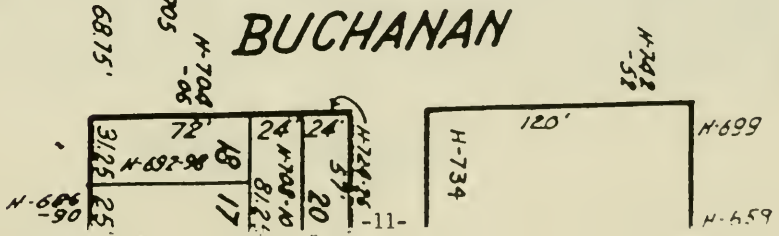
BOARD OF SUPERVISORS
BUDGET ANALYST



WEBSTER



BUCHANAN



Item 5 - File 12-89-24

1. The proposed resolution would support the 1990 State Ballot Initiative to increase taxes on alcoholic beverages.

2. The current rate of alcoholic tax varies by type of beverage. In general, current excise taxes are imposed on each gallon of alcoholic beverage at the following rates:

<u>Alcoholic Beverage</u>	<u>Excise Tax Per Gallon</u>
Wine	1¢
Dessert Wine	2¢
Sparkling Wine	30¢
Beer	4¢
Distilled Spirits	\$2.00

In addition, all alcoholic beverages sold in California are assessed sales taxes based on the retail value of the beverage sold. San Francisco currently has a sales tax rate of 6.75 percent (which is scheduled to increase by 0.50 percent in April, 1990 for traffic and transit purposes, for a total sales tax rate of 7.25 percent in San Francisco.)

3. The current State alcoholic beverage tax has been in effect since 1937. The proposed State Ballot Initiative would increase the alcoholic beverage tax 5¢ per unit of alcoholic beverage, according to the following units: 12 ounces of beer, 5 ounces of wine, 3 ounces of fortified wine and 1 ounce of distilled spirits. The tax would be assessed at the point of wholesale. As an example, the proposed increase in tax rates would translate to an additional tax of \$1.28 per gallon of wine over the current tax of 1¢ per gallon of wine.

4. Mr. Joe Cucchiara, who served as consultant to those California counties supporting the proposed ballot initiative, reported to the Budget Analyst in December 1989 that based on the current year's rate of consumption of alcoholic beverages, the increase in taxes as outlined in the proposed State Ballot Initiative would result in approximately \$800 million of additional tax revenues. The funds raised in future years by the tax would depend on several factors including trends in the consumption of alcohol. The proposed draft initiative would allocate more than 75 percent of the increase in revenues, or approximately \$600 million annually, directly to counties for more than ten specified programs related to alcohol and drug treatment services. Allocation of the revenues would be based on a \$150,000 minimum to each county plus an additional share based on each county's share of the total State population. Mr. Cucchiara estimated that the annual share for the City and County of San Francisco would be more than \$15,794,286. Additional revenues from this increased alcoholic beverage tax in an undetermined amount would be available to supplement this \$15.8 million amount through programs that are not directly covered in the initial allocations. The Initiative was filed with the State Attorney General on November 9, 1989 and signature gathering commenced January 1, 1990. If enough signatures are

gathered, the proposed ballot initiative would be placed on the November 1990 ballot.

5. The primary opposition to an increase in the State alcoholic beverage tax is from the wine, beer and alcoholic spirits manufacturers, producers and distributors. Opposition is particularly strong from the wine producing areas of the State. In response to inquiries from the Budget Analyst, the Wine Institute reported that they are opposed to the proposed ballot initiative. The Wine Institute is currently working on a alternative proposal that would raise, after several years, approximately \$175 million annually through a more moderate increase in the State alcoholic beverage tax. Although each county would be allocated a portion of the funds raised, specific allocation procedures have not been worked out.

6. A report by the Joint Legislative Budget Committee of the California Legislature reviewing the proposed ballot initiative notes that the initiative states that existing State funding and per capita levels of services for purposes specified in this initiative shall not be reduced. The Budget Committee report states that this could be "interpreted as a broad prohibition against funding any program affected by the initiative at less than the level funded in 1989-90 plus any adjustments deemed appropriate to offset the effects of population and inflationary increases". According to the Budget Committee, this could result "in unknown potential State costs, possibly in the hundreds of millions of dollars, to maintain 1989-90 per capita levels of service, in perpetuity, in a variety of health, mental health, criminal justice, parks and other programs."

7. The California State Senate Committee on Budgets and Fiscal Review has raised concerns similar to those of the Joint Legislative Budget Committee. The Committee notes in its report to Senator Alquist that "using the broadest interpretation, 'per capita levels of service' could be defined as the 1989-90 per capita costs based on Statewide California population for a variety of programs and services adjusted overtime for inflation. Over a fifteen year period, the combination of population and inflation adjustment would increase program expenditures from \$1.2 billion in 1989-90 to \$3.25 billion by the year 2005.

8. There are protections in the proposed ballot initiative that prohibit the State from using revenues from this tax to supplant current State per capita expenditures for alcohol and drug programs. However, the Budget Analyst notes that there are no similar provisions in the proposed ballot initiative which would preclude counties from using the new revenues to offset existing General Fund monies that are allocated for local alcohol and drug treatment purposes.

9. CSAC was originally supporting the provisions in the proposed ballot initiative. However, CSAC informed the Budget Analyst that CSAC has decided to take no position on the proposed increase in the State's alcoholic beverage tax. CSAC reaffirmed its neutrality on this issue at its November 17, 1989 meeting.

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Recommendation

The proposed resolution is a policy matter for the Board of Supervisors.

Item 6 - File 97-90-4

Department: Controller

Item: Ordinance to amend the San Francisco Administrative Code.

Section Affected: 16.6-12 Representation of City and County in Certain Organizations - Controller

Description: The proposed ordinance would amend the Administrative Code to authorize membership in the following organizations:

	Membership <u>Fee</u>
Association of Health Care Internal Auditors, Inc.	\$ 80
County Auditors Association of California	<u>70</u>
Total New Membership Fees	\$150

The Association of Health Care Internal Auditors is an organization of professional auditors who specialize in internal auditing within the health care profession. Membership in this organization would allow access by the Controller's audit staff to a variety of resources, including a specialized library, which would facilitate and enhance the quality of internal and management audits of the City's health care facilities and organizations. (The Internal Audits Division of the Controller's Office is currently conducting a performance audit of San Francisco General Hospital.)

The County Auditors Association of California is composed of each of the 58 County Auditor-Controllers in the State of California. The organization supports and develops accounting and auditing practices and standards for the counties and provides a forum for communication and cooperation between the various counties and the State Controller.

Comments: 1. The Controller's Office indicates that as provided in the State Government Code, the Controller has been attending meetings and participating in activities of the County Auditors Association of California but inadvertently has not previously requested the Board of Supervisors to amend the Administrative Code to include this organization.

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2. Funding for membership fees in the two organizations totalling \$150 is included in the Controller's 1989-90 budget. Therefore no additional funds are being requested.

Recommendation: Approve the proposed ordinance.

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Item 7 - File 28-90-2

Department: Public Utilities Commission (PUC)

Item: Resolution approving funding required for emergency modifications to the ventilation system at the Municipal Railway's H. Welton Flynn motor coach division facility at 1940 Harrison Street. Approval by the Board of Supervisors is required by Administrative Code Sections 6.30 and 21.25.

Amount : The amount of the emergency expenditure is estimated to be \$350,000.

Source of Funds: Unspent Urban Mass Transit Administration (UMTA) grant funds first appropriated for a capital project in 1986. (See below)

Description: 1. The H. Welton Flynn Motor Coach Division facility began operations October 13, 1989. Ventilation problems became immediately apparent. When the diesel coaches were started in the morning prior to the am "pullout", fumes were not exhausted as anticipated in the design and construction of the facility's ventilation system. On October 20, 1989, the President of the PUC declared an emergency due to the unhealthy conditions. A contract in the amount of \$25,000 was entered into with Kent M. Lim & Company to determine the best means to correct the problem. Some alterations to ventilation ducts were done as a short term mitigation measure.

2. The original design and construction of the facility placed ventilation ducts and fans so as to draw interior fumes from a level of two feet above the floor. Because of the temperature of the diesel exhaust however, the fumes tended to rise higher in the building. The fumes were therefore not extracted properly at periods of peak activity. Acute symptoms experienced by the workers included eye and throat irritations and general nausea. Drivers and mechanics protested the working conditions. CAL/OSHA is now completing an investigation of the conditions. PUC Employee Health and Safety staff performed simulations that determined that Federal OSHA standards for Nitrogen Dioxide of 1 part per million for periods in excess of 15 minutes were being surpassed under certain conditions.

3. Altered operating procedures that do not fully utilize the capacity of the facility have been used over the past three months to lessen the unfavorable health environment. The cost of these procedures is approximated by MUNI planning staff at \$50,000 to \$55,000 annually.

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4. Consequently, the PUC and MUNI determined that the solution to the problem would be to install twelve roof exhaust ventilators and appurtenances to clear the air properly. Also, two "supply" fans to draw exterior air into the facility were found to be necessary. Utilities Engineering Bureau (UEB) staff, acting on the direction of the PUC, conducted accelerated bid procedures for purchase of the large exhaust fans, the construction work needed to install the exhaust fans and supply fans and to make related modifications to the facility.

5. The contract for manufacture and delivery of the twelve roof exhaust fans was won by Lillard Company of San Jose for a low bid of \$49,000. The contract was executed on January 28 and delivery is expected on February 16, 1990.

6. A joint venture comprised of Interlane General Engineering and P & J Utility submitted the low bid and received the award for the installation phase of the project. According to UEB, both are San Francisco firms and Interlane General Engineering is a Minority Business Enterprise registered with the Human Rights Commission. The bid price for installation of the twelve exhaust fans and related structural work is \$195,000. Two supply fans will be furnished and installed at a cost of \$70,000. The contract was awarded January 17, 1990 and all work will be completed by February 28, 1990.

Project Summary

<u>Contract</u>	<u>Amount</u>	<u>MBE/WBE</u>
<u>Manufacture and delivery of exhaust fans:</u>	\$49,000	
Lillard Company, San Jose		No
<u>Install 12 roof exhaust fans</u>	195,000	
<u>Furnish and Install 2 supply fans:</u>	70,000	
Joint Venture - Interlane General Engineering; P & J Utility		Yes No
UEB Engineering fees, inspection and project contingency	<u>36,000</u>	
Total	\$350,000	

7. The PUC proposes to fund the project from unspent UMTA grant funds originally appropriated in 1986 for a project to rerail portions of the M and K streetcar lines. Originally \$1.2 million was appropriated for this project, but only \$82,000 has been spent to date leaving a balance of \$1.118 million. The use of \$350,000 for the motor coach facility improvements would leave a balance of \$768,000 in the UMTA project account. The reason that project has been deferred, according to the MUNI, is that the rerailing of these streetcar lines was found to be a low priority. Instead, the MUNI has been replacing rail sections on an as-needed basis.

Recommendation: Approve the proposed resolution.

Item 8 - File 101-87-36.37

Department: Public Utilities Commission (PUC)
Municipal Railway

Item Release of Reserve on Muni's 1987-88 capital budget that was reserved by the Board of Supervisors in its Mid Year Budget Review.

Amount : \$63,000

Source of Funds: Municipal Railway 1987-88 Capital Improvement Project budget

Description: At their 1987-88 mid-year budget review, the Board of Supervisors reserved \$63,000 of Muni's 1987-88 budget for a Capital Improvement Project entitled "Various Facilities Improvements" (File 101-87-36.1). At the mid-year budget review, Muni indicated that not all of the facility improvement projects would be performed in 1987-88 and, therefore, \$63,000 could be reserved. Muni now proposes to use this fund to assess the level of toxic materials present in the soil at their bus maintenance facility located at 24th and Utah Streets.

Previously, San Francisco General Hospital wanted the 24th and Utah Streets site for a parking garage as part of their expansion of their mental health facility (City Planning determined that additional parking would be necessary to accommodate the additional patients that would use the mental health facility expansion). The Environmental Impact Report (EIR) for the project indicated that toxic materials were present at the proposed parking garage site that would have to be removed before the parking garage could be built. Rather than getting involved in an expensive cleanup project, San Francisco General Hospital found another site for the required parking garage.

However, under State law regarding toxic materials, Muni must assess the level of toxic materials at the 24th and Utah Streets site and the possibility of seepage into adjacent properties and then proceed with a cleanup operation. In order to assess the level of toxic materials, the PUC is proposing to use the \$63,000 on reserve to fund a study of the ground water contamination as follows:

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Perform a historical study of the site

\$ 6,000

<u>Professional Title</u>	<u>Hourly Rate</u>	<u>Hours Required</u>	<u>Cost Charged to Project</u>
Project Manager	\$79	5	\$395
Principal in Charge	104	2	208
Corporate Sponsor	136	2	272
Health and Safety Officer	98	13	1,274
Regulation Compliance Officer	97	1	97
Project Controller	56	5	280
Project Environmental Scientist	58	28	1,624
Project Geologist	53	20	1,060
Staff Geologist	52	<u>15</u>	<u>780</u>
Total (Rounded to \$6,000)		91	\$5,990
Select locations of and prepare for perimeter test well drillings			5,000
Drill 6 to 8 wells and analyze soil samples			50,000
Prepare a report to the Regional Water Quality Control Board			2,000

<u>Professional Title</u>	<u>Hourly Rate</u>	<u>Hours Required</u>	<u>Cost Charged to Project</u>
Project Manager	\$79	2	\$158
Principal in Charge	104	1	104
Health and Safety Officer	98	1	98
Regulation Compliance Officer	97	1	97
Project Controller	56	1	56
Project Environmental Scientist	58	1	58
Project Geologist	53	15	795
Word Processor	43	15	<u>645</u>
Total (Rounded to \$2,000)			\$2,011

Total

\$63,000

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PUC has used a Request for Proposal (RFP) process in order to select three firms to perform analyses and toxics cleanup work throughout the PUC operations. One of these three firms, Harding Lawson Associates, would perform the \$63,000 assessment of the 24th and Utah Streets site. Harding Lawson Associates is neither a Minority Business Enterprise (MBE) nor a Women Business Enterprise (WBE).

Recommendation: Release reserved funds in the amount of \$63,000 as requested.

Item 9 - File 101-89-1.10

Department: Department of Public Works (DPW)
Bureau of Building Inspection (BBI)

Item: Release of reserved funds for three positions

Amount: \$54,549

Description: The requested release of \$54,549 on reserve would fund three positions to assist the permit issuance program in the DPW's Bureau of Building Inspection. These three positions were placed on reserve by the Finance Committee in June, 1989 during the 1989-90 budget hearings, pending the completion of the Budget Analyst's management audit on the Bureau of Building Inspection. The three positions and fiscal year 1989-90 salaries are as follows:

<u>Class/Title</u>	<u>1989-90 Biweekly Salary</u>	<u>1989-90 Annual Salary</u>
1-1408 Principal Clerk	\$1,032-\$1,249	\$26,832-\$32,474
2-1853 Control Clerk - EDP	842-1,018	21,892-26,468

According to Mr. Don McConologue from the Bureau of Building Inspection, the 1408 Principal Clerk position would be responsible for supervision of clerical responsibilities and staff in the Construction Inspection Division. The Construction Inspection Division includes the City's building, electrical, plumbing and code enforcement inspectors. Mr. McConologue reports that there are currently approximately 12 clerical positions within this Division and no Principal Clerk to supervise their activities.

Mr. McConologue states that the two 1853 Control Clerk positions are needed for BBI's Computer Support Division to assist in implementing the automated permit processing and data processing system. While both Control Clerks would be responsible for providing general support and assistance in automating the City's permit processing system, one of the Control Clerks would be responsible for data entry and the indexing of records to establish the location of documents in the system and the other Control Clerk would be responsible for assisting in the creation of the data base for the Report of Residential Records (3R Reports).

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According to Mr. McConologue, the first phase of the automated system is already operational. BBI anticipates that most of the computer system will be fully operational by fiscal year 1992-93.

Comments:

1. The Budget Analyst's management audit report on BBI's permit processing system was submitted to the Board of Supervisors in October 1989. The audit specifically addressed the Bureau's level of staffing and the need to more fully automate many of the permit processing functions that are currently performed manually. The Budget Analyst recommended that additional clerical positions be added to BBI's Central Permit Bureau and Construction Inspection Division and that "Upon the review and recommendations of the EIPSC, BBI implement its automation plan as soon as possible". The release of the proposed reserve on the three positions would be consistent with the staffing recommendations contained in the Budget Analyst's management audit report.

2. Based on discussions with Mr. McConologue, the three positions could not be filled until approximately April 9, 1990. Therefore, the requested amount of \$54,549 for permanent salaries should be reduced by \$38,253 to \$16,296 to provide funding for six biweekly pay periods from April 9, 1990 through June 30, 1990.

Recommendation:

Reduce the request by \$38,253 from \$54,549 and release \$16,296. Continue to reserve the remaining balance of \$38,253.

Item 10 - File 27-90-4

Department: Airports Commission

Proposed Action: The proposed resolution would approve the issuance of up to \$92,900,000 principal amount of San Francisco International Airport Revenue Bonds, Series E and establish a maximum interest rate for those bonds.

Amount: \$92,900,000

Description: Section 7.306(a) of the City Charter provides that the Airports Commission has the authority to issue Airport Revenue Bonds for the purpose of acquiring, constructing, improving or developing Airport facilities subject to the approval of the Board of Supervisors. The Airport's Master Bond Resolution was adopted by the City in 1973 and the proposed resolution, authorizing the issuance of the Series E Bonds, would be the eighth amendment to the Master Bond Resolution. The last bonds issued by the Airport were the Series D Bonds issued in 1983.

Under the provisions of the Charter, the issuance of bonds by the Airport, including the proposed Series E Bonds, are obligations of the Airports Commission and neither the credit nor taxing power of the City is pledged to the payment of the principal or interest of these bonds. Rather, the bond interest and redemption payments are supported solely by Airport revenues. The Charter also specifies in Section 7.306(b) that Revenue Bonds issued by the Airport shall bear a rate of interest not to exceed that which may be fixed by the Airports Commission subject to approval by the Board of Supervisors. The proposed resolution would set that interest rate at a maximum rate of 12 percent.

The proposed resolution would approve the issuance of San Francisco International Airport Revenue Bonds, Series E, in the amount of \$92,900,000 to provide funds for infrastructure repair and refurbishment projects in the Airport's Five-Year Capital Projects Plan. The proposed use of the bonds proceeds are as follows:

Deposit to the Construction Fund	\$82,406,500
Deposit to the Reserve Fund	8,500,000
Underwriter's Discount	1,393,500
Issuance Cost	<u>600,000</u>
Total Bond Issue	\$92,900,000

The improvements that would be funded as part of the Airports Five-Year Capital Projects Plan (those bond proceed

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monies which are deposited in the Construction Fund) include the repair and strengthening of runways, the modernization of lighting systems, the reconstruction of dikes, the overhaul of drainage pumping stations, increasing the capacity of the Airport's sewage system and other miscellaneous projects. The work on these projects would begin in Fiscal Year 1989-90 and are projected by the Airport to be completed in Fiscal Year 1992-93. The estimated bond proceeds funds to be allocated to these various projects is as follows:

<u>Project</u>	<u>Amount</u>
Repair and Strengthening of Runways	\$18,400,000
Modernization of Lighting Systems	30,850,000*
Dike Reconstruction	3,000,000
Overhaul of Drainage Pumping Stations	4,630,000
Increase Capacity of Sewage System	3,100,000
Other Projects **	<u>7,115,000</u>
Total Project Budget	67,095,000
Airport Architect, Engineering, & Inspectors	10,587,938
Contingency (7.5 % of Project Budget)	<u>5,032,125</u>
Total Funding for Improvements	\$82,715,063

*Includes \$22,600,000 for runway light system

**Included in attachment

Comments:

1. As noted above, the bond proceeds from the issuance of the Series E Bonds would be used for infrastructure repair and refurbishment projects, including projects to upgrade the safety conditions, at the Airport. The bond proceeds would not be used to finance the expansion of facilities at the Airport.
2. The proposed resolution approving the issuance of the Series E Bonds sets, as prescribed in the Section 7.306(b) of the Charter, a maximum rate of interest for the bonds. This maximum rate would be set, as specified in the Airport's Master Bond Resolution, at 12 percent. However, the Airport's Financial Advisor, Lazard Freres & Co., estimates that as of February 5, 1990 the Series E Bonds could be sold at an interest rate of 7.3 percent.
3. \$8,500,000 of the proceeds of the proposed bonds would be deposited in the Airport Revenue Bond Reserve Fund. Under the terms of the Airport's Master Bond Resolution, the Airport is required to establish a separate account for each bond issue and to maintain in that account an amount equal to the maximum annual debt service on each series of issued bonds. According to Mr. Leo Fermin of the Airport, it is the

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Airport's estimate that the maximum annual debt service for the Series E Bonds would be \$8,500,000. The estimated average annual bond interest and redemption payment by the Airport for the thirty-year period from 1991 through 2020 would be \$7,617,820.

4. Under the terms of the Airport's Master Bond Resolution, in order for the Airport to be able to issue additional bonds, the Airport must obtain a certificate from the Airport Consultant certifying that 90 percent of the estimated average annual Airport net revenues for the period of the first three completed fiscal years, immediately following the estimated date of completion of the facilities to be financed by the new bonds, will equal at least 1.25 times the maximum annual debt service on the outstanding bonds and the bonds to be issued. The Airport's consultant, John F. Brown Company, Inc., provided this certification to the Airport on January 11, 1990.

5. Of the \$67,095,000 in project expenditures, the largest expenditure would be for \$22,600,000 to modernize the runway light system. The \$7,115,000 designated as Other Projects includes funds for the overhaul of Firehouse No. 2 (\$2,500,000), roadway improvements for the lower level access road (\$1,000,000) and improvements in the water main (\$750,000). Attached is a detailed list of all the projects to be funded as part of the Airports Five-Year Capital Projects Plan including the Other Projects.

6. The Budget Analyst notes that there is a \$308,563 difference from the total funding for the Five-Year Capital Projects Plan (\$82,715,063) and the amount of the bond proceeds budgeted for deposit to the Construction Fund (\$82,406,500). Mr. Fermin states that the difference exists because the bond proceeds are an estimate of the proposed bond sale and that the funding for the Five-Year Capital Project Plan also represents estimates for the costs of these projects and would be changed as bids are awarded for the projects. All of the construction projects would be competitively bid.

7. The Airport's Master Bond Resolution requires that the Airport budget from bond proceeds for the architectural, engineering and inspection services provided by City employees to the Airport for construction on bond funded projects. As noted in the table above, the estimate of these services is \$10,587,938.

8. Mr. John Martin of the Airport has advised the Budget Analyst that the Airport intends to introduce an amendment to the proposed resolution. This amendment would authorize

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the Airports Commission to adopt any amendments to the Airport's Master Bond Resolution or supplemental resolutions for the purpose of implementing the sale and delivery of the Series E Bonds at the lowest possible cost. Mr. Martin states that the intention of the amendment would be to provide the Airport with the flexibility of purchasing bond insurance if necessary or if economically desired in order to reduce the interest rate on the Series E Bonds.

Recommendation: Approval of the proposed resolution authorizing the Airports Commission to issue \$92,900,000 in Series E Revenue Bonds and setting a maximum interest rate of 12 percent is a policy matter for the Board of Supervisors.

FIVE-YEAR CAPITAL PROJECTS PLAN
UNFUNDED PROJECTS
TO BE FUNDED WITH THE PROPOSED SERIES E BONDS

CONTRACT NUMBER	EXT	DESCRIPTION	ACTUAL AWARD EXPECT					Beyond 93/94
			88/89	89/90	90/91	91/92	92/93	
1559	E	Taxiway Repair & Reconst.-Ph.5			1,900,000			
1643		H/S Exit T/W, R/w 19L @ T/W F			6,500,000			
1644		H/S Exit T/W, R/W 10L @ T/W L					2,000,000	
1696		Drainage Imp Lot B-1				800,000		
1697		Drainage Imp Canal to DPS #2		1,480,000				
1698		Drainage Imprvmnt Tank Farm		250,000				
1721		Dike Reconstruction Ph V		1,300,000				
1723		New Firehouse No. 2				2,500,000		
1731		Demo of Exist. Structure					170,000	
1732		Utility Install - IT 4th FL		150,000				
1872		Equal Tank @ Sew Treat Plant		600,000				
1895		T/W A Centerline Lights			2,000,000			
1896		Field Lgtg Raceway Sys Imp			22,600,000			
1898		Repair Sewage Treatment Plant			400,000			
1950		Lgtg @ N Access Rd, McDonnell Rd				600,000		
1953		LL Roadway Improvements		1,000,000				
1955		Digester @ Sew Treat Plant		400,000				
1956		Efffluent Line & Weir Struc		500,000				
1957		Water Mains @ Garage		300,000				
1958		Overlay & Recon R/W 28R T/W P			6,000,000			
1959		United Cogen. Plant Connection			2,500,000			
1960		Exp Elect Dist Sys Ph 3			3,000,000			
1962		Sedimentation Tanks				1,200,000		
1963		Drain Lines Pump Stn #2		800,000				
1998		IT Elevator 210 Replacement		500,000				
2132		Telephone System Conversion		180,000				
2156		4th Flr Press & Training Room			125,000			
2164		Extension of Elevator - IT		400,000				
1559	F	Taxiway Repair & Reconstruction					2,000,000	
2084		Water Main Improvement			750,000			
2085		Rehabilitate Drainage Pump Station #2			500,000			
2241		Dike Reconstruction Phase 6				1,700,000		
2242		N & S Oxidation Ponds & Drain Canals			500,000			
2243		Drainage Pum Stn 1A, 1B & 1C Piling			300,000			
2247		Modernization of Fire Alarm System			600,000			
2248		International Terminal Doors		160,000				
2249		North Terminal Doors				430,000		
			\$0	\$8,020,000	\$47,675,000	\$7,230,000	\$4,170,000	\$0
PLUS AE & I / CONTINGENCY:			0	1,804,500	11,250,563	1,626,750	938,250	0
TOTAL YEARLY FUNDING NEEDS:			\$0	\$9,824,500	\$58,925,563	\$8,856,750	\$5,108,250	\$0

TOTAL FUNDING NEEDS: \$82,715,063

Item 11 - File 28-90-3

Department: Airports Commission

Item: Emergency Resolution. Section 6.30 of the Administrative Code states that approval by the Board of Supervisors is to be obtained for emergency expenditures in excess of \$25,000.

Amount: \$2,100,000

Source of Funds: Unrestricted Federal Aviation Administration Grant Funds

Description: In December of 1989 the Board of Supervisors approved a \$5,000,000 emergency resolution for repairs at the North, South, and International Terminal buildings at San Francisco International Airport resulting from damage caused by the earthquake of October 17, 1989 (File 28-89-20). The Airport has determined that additional repair work is necessary to complete the repairs to the terminal buildings and is now requesting authorization for an additional expenditure of \$2,100,000 for a total of \$7,100,000. These additional costs have been incurred primarily because the Airport determined that the plastered areas in the Terminal buildings need to be replaced and the lighting and ducts need to be correctly suspended.

With the exception of one firm, Robin Monticelli, all of the contracts that would be awarded under the proposed emergency resolution of \$2,100,000 would be awarded to firms who received contracts under the original \$5,000,000 emergency resolution approved by the Board of Supervisors.

Contract Procedure: The Airport reported to the Board of Supervisors in December of 1989, that due to the urgent nature of the required repairs to the North, South, and International Terminal buildings resulting from the October 17, 1989 earthquake, and the inability of Airport Civil Service maintenance staff to accomplish the needed repairs, an expedited contracting procedure was used as is permitted under Section 6.30 of the Administrative Code. Under such authority, competitive bidding procedures, through formalized newspaper advertising, need not be utilized. The same expedited procedures were used for the new contracts and the additional work awarded to previously selected contractors under the proposed emergency resolution of \$2,100,000.

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In addition to the contracts awarded to repair specific damage to the terminal buildings, contracts were also awarded to supervise the overall work in the terminal buildings, conduct structural analysis of the damage to the terminal buildings and evaluate and minimize any danger posed by the release of hazardous materials. The contracts to repair the damages to the terminal buildings were awarded on a sole source basis to the following firms for the reasons cited below:

<u>Contractor</u>	<u>Contract</u>	<u>Reason for Award</u>
CICO, Inc.	Oversee construction of interior terminal walls	Immediate availability of contractor
Excel Environmental Inc.	Clean up and prevent release of hazardous materials	Immediate availability of contractor
All American Tile	Replace cracked tile in connecting tunnels	Provided original tile
Galson Technical Services, Inc.	Repair cracks in walls	Immediate availability of contractor
Monroe Schneider Assoc.	Removal of water damaged carpet in United area.	Previously awarded competitively bid contract to replace carpet
Sinco Construction Services, Inc.	Installation of safety net in International terminal	Only firm to meet specifications
Walters & Wolf Glass Company	Replace glass in lower and upper control towers	Immediate availability of contractor
Golden Gate Glass & Mirror Company	Replace glass in terminal buildings	Immediate availability of contractor
Automatic Sprinklers	Replace sprinkler heads and repair sprinkler system	Immediate availability of contractor
La Forge & Sons	Repair ceiling in International terminal	Installed original ceiling
Carlos Interiors	Repair ceiling in other terminal buildings	Previous work in terminal buildings
Monarch Electric	Replace damaged light fixtures and brace light fixtures	Previous experience

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<u>Contractor</u>	<u>Contract</u>	<u>Reason for Award</u>
Columbia Mechanical	Replace and brace heating ducts	Immediate availability of contractor
John Thomas Demolition	Demolition of soffits (support beams)	Immediate availability of contractor
Pimental Drywall	Support work for soffit demolition	Immediate availability of contractor
Spaulding & Spaulding	General Contractor: Overall coordination of repair work, cleanup, painting, etc. in North and South Terminals	Lowest bid of three solicited
Paul Annuzi, Inc.	General Contractor: Overall coordination of repair work, cleanup, painting, etc. in International Terminal	Immediate availability of contractor
Olm Structural Design	Structural analysis and architectural recommendations	Immediate availability of contractor
ADT Securities System	Replace and install field monitor camera on lower control tower	Immediate availability of contractor
Robin Monticelli	Painters for Terminal buildings	Immediate availability of contractor

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**Contract Award and
Estimated Completion
Dates:**

	<u>Contract Award Date</u>	<u>Estimated Actual Contract Completion Dates</u>
CICO, Inc.	October 23, 1989	March 15, 1990
Excel Environmental, Inc.	October 27, 1989	March 15, 1990
All American Tile	October 25, 1989	March 15, 1990
Galson Tech. Services, Inc.	October 25, 1989	March 15, 1990
Monroe Schneider Assoc.	October 18, 1989	March 15, 1990
Sinco Construction Services, Inc	October 18, 1989	January 7, 1990
Walters & Wolf Glass Co.	October 18, 1989	January 24, 1990
Golden Gate Glass & Mirror Co.	October 23, 1989	January 24, 1990
Automatic Sprinklers	October 18, 1989	March 15, 1990
La Forge & Sons	October 14, 1989	March 15, 1990
Carlos Interiors	October 24, 1989	March 15, 1990
Monarch Electric	October 24, 1989	March 15, 1990
Columbia Mechanical	October 27, 1989	March 15, 1990
John Thomas Demolition	November 14, 1989	January 13, 1990
Pimental Drywall	November 14, 1989	December 20, 1990
Spaulding & Spaulding	October 24, 1989	December 28, 1990
Paul Annuzi, Inc.	November 15, 1989	March 15, 1990
Olmm Structural Design	October 27, 1989	March 15, 1990
ADT Securities System	January 15, 1990	March 15, 1990
Robin Monticelli	January 15, 1990	March 15, 1990

Comments:

1. The revised estimated costs of repairs to the terminal buildings are as follows:

<u>Contractor</u>	<u>Amount Approved December, 1989</u>	<u>Revised Amount</u>	<u>Difference</u>
CICO, Inc.	\$ 280,000	\$ 295,000	\$ 15,000
Excel Environmental, Inc.	235,080	251,000	15,920
All American Tile	5,740	5,740	0
Galson Technical Services	50,000	113,000	63,000
Monroe Schneider Assoc.	45,000	45,000	0
Sinco Construction Services, Inc.	314,311	315,000	689
Walters & Wolfe Glass Co.	89,000	89,000	0
Golden Gate Glass & Mirror Co.	120,000	50,000	(70,000)
Automatic Sprinkler	250,000	270,000	20,000
La Forge & Sons	1,000,000	1,150,000	150,000
Carlos Interiors	700,000	915,000	215,000
Monarch Electric	350,000	1,250,000	900,000
Columbia Mechanical	250,000	1,300,000	1,050,000
John Thomas Demolition	450,000	160,000	(290,000)
Pimental Drywall	100,000	71,000	(29,000)
Spaulding & Spaulding	450,000	180,000	(270,000)
Paul Annuzi, Inc.	150,000	185,000	35,000
Olm Structural Design	90,000	90,000	0
ADT Securities System	20,500	20,500	0
Robin Monticelli	0	70,000	70,000
Airport Engineering, Architects & Inspectors	0	127,000	127,000
Materials & Supplies for Emergency Clean-up	<u>35,000</u>	<u>35,000</u>	<u>0</u>
Total	\$4,984,631	\$6,987,240	\$2,002,609

2. Of the firms receiving contracts for the repairs on the airline terminals, the following firms have been certified by the Human Rights Commission as a Minority Business Enterprise (MBE) or a Women Business Enterprise (WBE) firm:

<u>Contractor</u>	<u>MBE Status</u>	<u>Original Amount of Contract</u>	<u>Revised Amount of Contract</u>
Golden Gate Glass & Mirror, Co.	MBE	\$120,000	\$50,000
Carlos Interiors	MBE	700,000	915,000
Monarch Electric	MBE	350,000	1,250,000
Olm Structural Design	MBE	90,000	90,000
Robin Monticelli	WBE	<u>0</u>	<u>70,000</u>
Total		\$1,260,000	\$2,375,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Therefore, of the new request of \$2,100,000, 53 percent or \$1,115,000 (\$2,375,000 less \$1,260,000) would be allocated to MBE/WBE contractors.

Of the total \$6,987,240 in emergency contracts awarded to repair the Airport terminal buildings (including those contracts awarded in the emergency resolution approved by the Board of Supervisors in December of 1989 and those covered under the proposed emergency resolution), as noted above, \$2,375,000 or 34 percent of the contracts were awarded to the above-listed MBE and WBE firms which have been certified by the Human Rights Commission. Additionally, the Airport reports that one other contract was awarded in the amount of \$160,000 to an MBE firm for emergency repairs made on the Airport terminals. However, the Airport reports that this latter firm, John Thomas Demolition, is not currently certified by the Human Rights Commission as an MBE firm. If that \$160,000 contract is included in the amounts awarded to MBE/WBE firms, then MBE/WBE firms were awarded contracts totalling \$2,535,000 or 36.2 percent of the total contract awards of \$6,987,240.

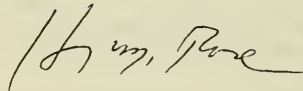
3. Mr. Ernie Eavis of the Airport reports that the amounts of some of the contracts have decreased from the totals provided in December of 1989 because of inaccurate estimates provided by general contractors and a reduction in the scope of work for some contractors.

4. Mr. Eavis states that the \$127,000 included for Airport engineering, architect and inspections services is included because those City employees performing such services are funded on a project basis and must be charged against the cost of earthquake repairs. The \$35,000 for materials and supplies for the earthquake clean-up includes items such as tape to shore-up the ducts, mops, buckets, hardhats etc. that were needed by the Airport immediately after the earthquake and over the past four months while the repairs have been made.

5. Mr. Eavis states that the Airport has a target date to complete all repairs to the terminal buildings by March 15, 1990.

6. As previously noted, the total estimated revised cost of the repairs to the North, South and International Terminal buildings is \$6,987,240. Mr. Eavis requests that the balance of the funds in the previously approved resolution and the proposed resolution, in the amount of \$112,760 (\$7,100,000 less \$6,987,240), be included as a contingency for any unanticipated costs from the completion of the repairs to the terminal buildings. The Budget Analyst believes that this request for a contingency amount, approximating 1.6 percent of the total estimated contract costs of \$7,100,000, is reasonable.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Ward
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Nelder
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

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CALENDAR - [ACTIONS TAKEN]
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

BUSINESS-SCIENCE
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MAR 2 - 1990

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WEDNESDAY, FEBRUARY 28, 1990 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, WARD, HALLINAN

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 106-89-4. To consider the submission of a plan from Civil Service Commission regarding examination and classification functions. (Supervisor Walker)

(Continued from 2/7/90.)

ACTION: MEETING CANCELLED DUE TO LACK OF QUORUM.

2. File 101-89-84. [Government Funding] Ordinance appropriating \$215,000 for capital improvement project (Richmond Transport Plan), Cleanwater Program, for fiscal year 1989-90. #RO 9201 (Controller)

(Continued from 2/12/90.)

ACTION: MEETING CANCELLED DUE TO LACK OF QUORUM.

3. File 100-89-21. To consider the fiscal impact of Proposition 99 (Tobacco Tax) on the 1989-90 and 1990-91 budgets. (Supervisor Walker)

ACTION MEETING CANCELLED DUE TO LACK OF QUORUM.

4. File 93-90-5. [Indemnity Authorization - MOU] Resolution authorizing indemnity provision in the contract between the City and County of San Francisco (acting through the City Attorney) and the California State Department of Motor Vehicles. (City Attorney)

ACTION: MEETING CANCELLED DUE TO LACK OF QUORUM.

5. File 101-89-86. [Government Funding] Appropriating \$423,461, Police Department, for equipment purchase; for Fiscal Year 1989-90; subject of previous budgetary denial. RO #9203. (Controller).

ACTION: MEETING CANCELLED DUE TO LACK OF QUORUM.

6. File 101-89-88. [Government Funding] Appropriating \$65,600, Police Department, for technical equipment (intoxilyzers). RO #9206. (Controller).

ACTION: MEETING CANCELLED DUE TO LACK OF QUORUM.

CLOSED SESSION:

7. File 45-90-5. [Settlement of Lawsuit] Authorizing settlement of litigation of Carlos Jones against the City and County by payment of \$17,500. (City Attorney).

(USDC No. C86-2238 DLJ)

ACTION: MEETING CANCELLED DUE TO LACK OF QUORUM.

8. File 48-90-5. [Settlement of Claim] Approving the settlement of the unlitigated claim of Henry Carson in the sum of not to exceed \$20,000. (City Attorney).

ACTION: MEETING CANCELLED DUE TO LACK OF QUORUM.

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

February 28, 1990

TO: Finance Committee

FROM: Budget Analyst

SUBJECT: February 28, 1990 Finance Committee Meeting

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Item 1 - File 106-89-4

Note: This item was continued at the February 7, 1990 Finance Committee meeting.

1. This is a hearing to consider the submission of a report from the Civil Service Commission regarding examination and classification functions.

2. At the July 12, 1989 Finance Committee meeting, the Finance Committee requested that the Civil Service Commission work with the Mayor's Office, the Controller and the CAO to develop a plan for examination and classification functions.

3. The Civil Service Commission submitted a report to the Finance Committee on November 14, 1989 addressing the personnel problems related to the backlog in the Civil Service Examination and Classification Programs. The report included a survey of all City department heads to collect information concerning vacant positions, eligibility lists that are due to expire, priorities for developing and administering exams, etc. On December 7, 1989 the Civil Service Commission submitted a Civil Service Management Action Plan outlining a multi-year program to implement the recommendations contained in the original report.

4. The report submitted by the Civil Service Commission identified a number of problems affecting personnel management activities throughout the City and County. A partial list of these problems as reported by the Civil Service Commission includes:

- 1) The classification system is seriously out-of-date, and, in too many cases, does not reflect current work assignments.
- 2) The present classification structure requires a large number of exams.
- 3) The present staffing level in the Examination Unit has been insufficient to produce the exams needed to maintain current eligible lists.
- 4) Present examination procedures do not give significant consideration to actual job performance, either in setting eligibility to take exams or in ranking on eligibility lists.
5. The Civil Service Management Action Plan proposes a number of steps to solve the identified problems. These steps include conducting a multi-phase Classification Study, the hiring of eight additional staff for the Classification Unit, the hiring of 20 additional examination analysts and a study by the Civil Service Commission on possible changes in the personnel provisions of the Charter. The cost of the plan in Fiscal Year 1989-90 is estimated to be \$1,177,149. The total estimated cost of the plan from Fiscal Year 1989-90 through Fiscal Year 1997-98 is \$18,304,915. The average cost for the program per year would be approximately \$2,033,900. A summary of the Civil Service Management Action Plan is attached.

Comments

1. The Budget Analyst notes that in its present form the Civil Service Management Action Plan would represent a substantial increase in the budget and personnel of the Civil Service Commission. The staff of the Examination Unit would increase 63 percent from the current level of 41 FTEs to 67 FTEs. The staff of the Classification Unit would almost double from 8.2 FTEs to 16.2 FTEs. The average cost of this proposal is \$2,033,900 per year over the 9-year period of the proposal. If the average per year cost of \$2,033,900 is added to the current \$6,514,758 Fiscal Year 1989-90 budget of the Civil Service Commission, the total budget would be \$8,548,658. This would represent a 31.2 percent increase over the current Fiscal Year 1989-90 budget.

2. Civil Service Commission staff indicate that it is difficult to calculate the amount of any financial savings that would accrue to the City through the implementation of the Civil Service Management Action Plan. Mr. Al Walker notes that there could be some reduction in costs in that a streamlined and up-to-date Civil Service system would result in fewer lawsuits and grievances being brought against the City.

3. The proposed Classification Study would correct the problem of employees working out of class, realign salaries based upon more objective factors and provide accurate data for pay equity purposes. This could either increase or decrease the City's personnel costs. For those relatively small number of employees in "A" classes (employees in positions that have not yet been formally classified but which have been funded) the result of the Classification Study could be that these employees should be in lower classes and the City would get a savings in personnel costs. However, one of the results of the Classification Study could be that a far larger number of employees are determined to be underpaid and this would result in much higher personnel costs for the City.

4. Another result of the proposed Classification Study could be the consolidation of a large number of classes. If the number of classes were reduced (there are currently 1,648 classifications subject to examination in the City), then the Civil Service Commission would have to administer fewer examinations. This should eventually lead to some cost savings for the City.

5. The implementation of the Civil Service Commission Action Plan would lead to a reduction in the number of provisional employees (unless the employee was a permanent employee in another class). The City does not pay retirement benefits for provisional employees and only pays Health Insurance after six months of employment. A reduction in the number of provisional employees and a corresponding increase in permanent employees would result in higher personnel costs for the City because the City would then have to pay retirement benefits and provide Health Insurance for an employees after the first six months.

6. Ms. Dorothy Yee of Civil Service reports that there have been 1,121 temporary personnel appointments made since July 1, 1989 due to the absence of a Civil Service eligible list from which to draw candidates. Ms. Yee states that these appointments are not just for positions authorized in Fiscal Year 1989-90 but include positions that were authorized in previous years. The Civil Service Commission was unable to provide a breakdown for the number of temporary employees hired to date of the 1,208 authorized new positions in the Fiscal Year 1989-90 Budget.

7. Any cost increases in the Civil Service budget, which may ultimately be approved by the Mayor and submitted to the Board of Supervisors, would be analyzed in detail by the Budget Analyst.

8. The Civil Service Commission has submitted a proposed Supplemental Appropriation Ordinance to the Mayor's Budget Office concerning the implementation of the Civil Service Management Action Plan. Ms. Teresa Serata of the Mayor's Budget Office reports that she will be presenting the recommendations of the Mayor's Budget Office to the Board of Supervisors with regard to the proposed Supplemental Appropriation Ordinance submitted by the Civil Service Commission.

CIVIL SERVICE COMMISSION MANAGEMENT ACTION PLAN EXECUTIVE SUMMARY

TABLE II

PROGRAM	START-UP (1989-90)	PHASE 1 (1990-91)	PHASE 2 (1991-92)	PHASE 3 (1992-93)	PHASE 4 (1993-94)	PHASE 5 (1994-95)	PHASE 6 (1995-96)	PHASE 7 (1996-97)	PHASE 8 (1997-98)
CLASS	Review of CSC Rules — Class Rule — Status Rule — Layoff Rule Recruit, Select, & Train new Staff Issue RFP & Select Contractor	Occupation Series — Data Processing — Accounting — Executive & Admin — Executive Secy — Revenue — Engineering & Rel — Planning	Occupation Series — Secretarial — Clerical — Office Related — Purchasing — Food Service — Housekeeping	Occupation Series Health Services: — Hospital — Medical — Nursing — Laboratory — Therapy — Public Health — Inspection	Occupation Series Municipal Railway — Airport — Port — Labor & Trades — Gardening	Occupation Series — Soc. & Human Svc — Recreational — Cultural — Institutional Aides — Librarians — Legal, Protect. & Detention	Full Cyclical Maintenance	Full Cyclical Maintenance	Full Cyclical Maintenance
EXAMS	Recruit, Select, & Train New Staff	— Data Processing — Accounting — Executive & Admin — Executive Secy — Revenue — Engineering & Rel — Planning	— Secretarial — Clerical — Office Related — Purchasing — Food Service — Housekeeping	Health Services: — Hospital — Medical — Nursing — Laboratory — Therapy — Public Health — Inspection	— Municipal Rail — Airport — Port — Labor & Trades — Gardening	— Social & Human Services — Recreational — Cultural — Librarians — Legal, Protect. & Detention			
MAINT	Catch-up (90 Exams) Ongoing 166 Exams	Catch-up 175 Exams Ongoing 175 Exams	Ongoing 175 Exams Yr 1 Class Study (200 Exams)	Ongoing 175 Exams Yr 2 Class Study (200 Exams)	Ongoing 175 Exams (Maintenance Phase 1 Classes) Yr 3 Class Study (200 Exams)	Ongoing 175 Exams (Maintenance Phase 2 Classes) Yr 4 Class Study (200 Exams)	Ongoing 175 Exams (Maintenance Phase 1 & 3 Classes) Yr 5 Class Study (200 Exams)	Full Cyclical Maintenance 250 Exams Phase 2 & 4 Classes	Full Cyclical Maintenance 250 Exams Phase 1, 3 & 5 Classes
ADDITIONAL RESOURCES EXAM:	26 FTE \$659,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	13 FTE \$659,430	13 FTE 659,430
CLASS: Support #	\$164,201	\$108,050	\$108,050	\$108,050	\$108,050	\$108,050	\$108,050	\$38,175	\$38,175
CLASS: Staff #	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE
Contract, Svc	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006
Contract, Svc	400,000	400,000	400,000	400,000	400,000	400,000	400,000	\$46,141	\$46,141
Support	\$104,015	\$88,641	\$88,641	\$88,641	\$88,641	\$88,641	\$88,641		
TOTAL:	\$1,177,149	\$2,414,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,071,627	\$1,292,752	\$1,292,752

** Includes one time only costs.

Item 2 -File 101-89-84

Note: This item was continued at the February 21, 1990 Finance Committee meeting.

Department: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Supplemental Appropriation Ordinance to provide additional funds for an Environmental Impact Report on the Richmond Transport Project.

Amount: \$215,000

Source of Funds: 1976 Sewer Revenue Bond Funds

Description: The Richmond Transport Project is a combination of underground retention facilities to store excess wet-weather flow, and enlarged interceptor sewers to convey additional flow to the recently completed Westside Transport for subsequent treatment at the new Oceanside Water Pollution Control Plant. The current planning phase consists of the completion of the facilities plan, including an Environmental Impact Report (EIR), in accordance with requirements of the Federal Environmental Protection Agency (EPA). Under the plan, the Regional Water Quality Control Board (RWQCB) has mandated the control of all Combined Sewer Overflows (CSO) from the Richmond District at Baker Beach from an average of 40 overflows per year to eight overflows per year. In 1988, the RWQCB revised its Cease and Desist Order to establish a new compliance schedule for the Richmond Transport Project as follows:

Complete Environmental Review	12/89
Complete Design	5/91
Start Construction	8/92
Complete Construction	9/94
Full Compliance with Overflow Requirements	9/94

In compliance with this schedule, the City Planning Department published a Draft Environmental Impact Report (EIR) in June 1989 which discussed four alternatives for meeting the RWQCB's requirements. The Draft EIR was prepared by Orion Environmental Associates (WBE) with technical assistance from Hydroconsult Engineering (hydrology analysis) and Dames & Moore (geo-technical analysis). As of December 31, 1989, \$692,791 had been expended and committed on these planning and environmental reviews from a total budget of \$725,000, of

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BUDGET ANALYST

which \$428,809 was expended for consultants and \$263,982 for City staff costs. According to Mr. Mauricio Trigueros of CWP, the difference of \$32,209 (\$725,000 - \$692,791) is set aside for anticipated on-going planning and environmental review costs until the pending budget is approved to amend the Draft EIR.

As the result of hearings on the Draft EIR, the City Planning Commission decided that the City Planning Department should include an in-depth analysis of a fifth alternative to the project design, a large underground sewage collection/transport box and pump station within the Presidio.

Additional funds needed to complete the environmental review and planning phase (fifth alternative design) of the Richmond Transport Project are as follows:

City Staff Costs:

Clean Water Program Staff (CWP)		
Project Management	\$37,600	
Engineering	<u>56,400</u>	
Subtotal		94,000

Department of City Planning (DCP)	<u>29,000</u>	
		<u>29,000</u>
Subtotal		\$123,000

Consultants:

Environmental Impact Report - (Orion Environmental Assoc. - WBE)	51,000	
Hydrology Analysis - (Hydroconsult Engineering)	21,000	
Geo-technical Analysis - (Dames & Moore)	<u>37,800</u>	
		109,800

Other Costs:

Printing	28,200	
Contingency (10% of Total)	<u>29,000</u>	
		<u>57,200</u>
Total		\$290,000

Less: Pending Release of Reserve from Ordinance No. 23-76		<u>75,000</u>
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Total (This Supplemental Appropriation)	\$215,000
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BUDGET ANALYST

The proposed consultant costs reflect contract amendments to existing consultant contractors who are currently working on the Richmond Transport Project.

Completion of the facility planning process is expected to be delayed approximately four months from January to May, 1990 as a result of the change in scope of the environmental review. Because CWP has not completed the EIR by December 1989 as required by the RWQCB, the City may be required to pay a penalty for delaying a compliance schedule set forth in a RWQCB Cease and Desist Order. Ms. Pla of CWP advises that the Clean Water Act provides for penalties of \$25,000 per day for non-compliance of Cease and Desist Orders, which could be assessed by the RWQCB or as the result of litigation initiated by the public.

Comments:

1. CWP's total proposed budget of \$290,000 for the supplemental EIR includes the \$215,000 in the proposed legislation, and the pending release of a \$75,000 reserve (Ordinance No. 23-76). This Ordinance originally included \$800,000 for the planning of the Richmond Transport Project, but only \$725,000 was released because \$75,000 was identified as possible duplicate services. If the proposed supplemental appropriation is approved, the Richmond Transport Project would have a total planning budget of \$1,015,000 (\$800,000 plus \$215,000). According to Mr. Trigueros of CWP, a request for the release of the \$75,000 reserve will be submitted to the Board of Supervisors shortly. However, CWP was not able to submit the \$75,000 release of reserve request in time to include it as a companion item with this legislation.

2. Ms. Pla of the CWP advises that the City has requested a revision of the compliance schedule so that the provisions of the Cease and Desist Order can be met by the City. According to Ms. Pla, the RWQCB has assured the City that its request for an amended schedule will be approved.

Recommendation: Approve the proposed Supplemental Appropriation.

Item 3 - File 100-89-21

Note: The Budget Analyst has been informed that the Finance Committee intends to continue this hearing one week, to the meeting of March 7, 1990.

1. This is a hearing to consider the fiscal impact of Proposition 99 (Tobacco Tax) revenue on the 1989-90 and 1990-91 budgets of the Health Department.
2. Proposition 99, through the AB 75 enabling legislation, provides new funds to be administered by county health departments 1) to provide counties with additional funds to meet the healthcare needs of indigent persons, 2) to address the uncompensated care costs of private hospitals and physicians, 3) to provide follow-up medical services for the existing Child Health and Disability Prevention (CHDP) program, and 4) to provide tobacco use prevention education. Proposition 99 funds are also available to counties for capital projects for medical facilities. The categorical (or restricted) uses of Proposition 99 funds are to provide health education regarding the use of tobacco and to reimburse physicians and private hospitals for the costs incurred through the provision of healthcare to medically indigent persons. Discretionary uses are for provision of medical services to indigent persons. The allocation of monies for this purpose are to be determined by the individual counties as long as spending for indigent care exceeds 1988-89 (base year) levels and that the county health system provides the same or an increased level of outpatient services.
3. Approximately \$26.9 million in total Proposition 99 - AB 75 revenue will be made available to the City and County of San Francisco for the current 1989-90 fiscal year. The current estimate for 1990-91 Proposition 99 funds allocated to San Francisco is \$18.6 million. The decrease is due to the fact that the Fiscal Year 1989-90 revenues include one-time only allocations for capital outlays, physician services and county hospital services; whereas Fiscal Year 1990-91 revenues do not include such one-time allocations. There was also a slight reduction in overall AB75 revenues available because of the declining tobacco tax revenue base.
4. These funds will be allocated in the manner displayed in the table on the following page, according to provisional proposals of the DPH. The revenues earmarked for discretionary purposes (i.e. \$14.5 million in 1989-90 and \$12.0 million estimated for 1990-91) are to be applied against programs and services already funded in the current year budget and anticipated for 1990-91, according to the Mayor's planning estimates. This allocation of Proposition 99 revenue is permitted since funding levels already meet the criteria described above and substantially exceed expenditures for eligible services during the base fiscal year of 1988-89.
5. Both the Health Department and the Mayor's Office have informed the Budget Analyst that they will be prepared to make presentations to the Finance Committee on this subject at the Finance Committee meeting of March 7, 1990.

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BUDGET ANALYST

Proposition 99 Provisional Allocations
(in \$ millions)

		Fiscal Year <u>1989-90</u>	Fiscal Year <u>1990-91</u>
<u>Categorical Allocations</u>			
Capital Outlay		\$ 4.0	
Tobacco Education		1.6	\$ 1.6
Private Hospitals		3.3	3.0
Physician Services			
	One-time	1.3	
	On-going	<u>2.2</u>	<u>2.0</u>
Subtotal		\$ 12.4	\$ 6.6
<p>- the above amounts are for one time capital projects, tobacco education and to pay private hospitals and physicians for unreimbursed costs incurred in the the provision of healthcare to indigent persons</p>			
<u>Discretionary Uses</u>			
County Hospitals		7.6	7.2
Other County Health Services		5.1	4.8
One time Hospital Costs		<u>1.8</u>	<u>-</u>
Subtotal		\$14.5	\$ 12.0
<p>- to reimburse the City and County for increased costs incurred over the base year (1988-89) for healthcare of indigent persons</p>			
Total Provisional Allocation		\$ 26.9	\$ 18.6

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Item 4 - File 93-90-5

Department: City Attorney

Item: The proposed resolution would authorize an indemnity provision in the contract between the City, acting through the City Attorney, and the California State Department of Motor Vehicles (DMV).

Description: The proposed resolution would authorize the City Attorney's Office to enter an agreement with the DMV that would permit the City Attorney's Office to have on-line, direct access to the DMV database. The proposed agreement, which is in the form of a Memorandum of Understanding, would enable the City Attorney's Office to obtain information on vehicle registration and driver license records. This information would be used to locate witnesses and identify defendants for service of summons, complaints and subpoenas, to identify personal property pursuant to investigation, to verify ownership of vehicles involved in claims by or against the City and to verify driver record status.

The term of the proposed agreement would run from the date of final approval of the proposed resolution until June 30, 1994. The proposed agreement could be terminated by either party with at least 30 days prior written notice.

The proposed agreement would indemnify and hold harmless the DMV from any and all claims which may be brought or alleged against DMV by reason of the negligent, improper or unauthorized use by the City Attorney of the information provided by the DMV to the City Attorney.

Comment: Mr. Gary Shweid of the City Attorney's Office reports that the City Attorney's Office has had access to the information that would be made available through the proposed agreement by telephone call-up but has not previously had on-line, direct access, as provided for in the proposed agreement. Since the DMV would provide access to this information at no charge, the approval of the proposed agreement would result in no costs to the City. Mr. Shweid also states that the City Attorney's Office has all of the equipment required for the on-line, direct access and there would be no additional equipment costs for the City.

Recommendation: Approval of the proposed resolution, which would indemnify and hold harmless the DMV, is a policy matter for the Board of Supervisors.

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Item 5 - File 101-89-86

Department: Police Department

Item: Supplemental Appropriation Ordinance for equipment purchase, the subject of a previous budgetary denial.

Amount: \$423,461

Proposed Source of Funds: Public Safety Reserve

Description: The Public Safety Reserve of \$3.6 million established in the 1989-90 budget includes funds set aside for the purchase of equipment and vehicles for the Police Department. The proposed Supplemental Appropriation Ordinance would appropriate \$423,461 from the Public Safety Reserve to purchase nine replacement vehicles and equipment that were requested in the Police Department's 1989-90 budget but which were denied by the Mayor.

After a two year period (1987-88 and 1988-89), when no funding for police vehicles was budgeted, the 1989-90 budget includes funding for the replacement of 64 patrol vehicles, three patrol wagons, five unmarked cars and 18 three wheeled motorcycles. The proposed supplemental appropriation ordinance would provide funding for the purchase of replacement vehicles and outfitting to replace existing vehicles and other equipment detailed below:

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Total Cost</u>
9	Unmarked Sedans	\$12,887	\$115,983
	Outfitting and Radio Transfer for Unmarked Sedans	1,123	10,107
5	Three Wheeled Motorcycles for Parking Enforcement	10,176	50,880
	Radio Transfer for Three Wheeled Motorcycles	223	1,115
144	Portable Instantaneous Communication (PIC) Radios	1,704	<u>245,376</u>
	Total		\$423,461

BOARD OF SUPERVISORS
BUDGET ANALYST

Mr. Peter Goldstein of the Mayor's Office states that the Mayor's Office previously denied the proposed replacement vehicle and equipment purchases in the 1989-90 budget and instead established the Public Safety Reserve (in part) to fund such purchases later in fiscal year 1989-90 after certain major savings in the Fire Department's 1989-90 budget were assured. If those savings were not assured, the portion of the Public Safety Reserve established for replacement vehicles and equipment would have been appropriated to the Fire Department's 1989-90 budget to cover the Fire Department's unrealized savings. Mr. Goldstein reports that the anticipated Fire Department savings, which were achieved by reducing the staffing on ladder companies, are now assured and, therefore, the previously denied replacement vehicles and equipment for the Police Department can be purchased using the funds available from the Public Safety Reserve funding.

Comments:

1. The Police Department's current inventory of vehicles (excluding specialized vehicles and three wheeled motorcycles), is as follows:

<u>Vehicle Type</u>	<u>Year Purchased</u>	<u>Current Inventory</u>
<u>Marked Vehicles</u>		
Station Wagon	1982	5
Sedan	1983	12
Sedan	1985	18
Sedan	1986	39
Sedan	1987	39
Mini Van	1987 *	33
Sedan	1988 *	<u>90</u>
Total		236
<u>Patrol Wagons</u>		
Van	1984	2
Van	1985	3
Van	1986	3
Van	1987 *	3
Van	1988 *	<u>3</u>
Total		14

<u>Vehicle Type</u>	<u>Year Purchased</u>	<u>Current Inventory</u>
<u>Unmarked Vehicles</u>		
Sedan	1980	2
Sedan	1983	53
Sedan	1984	32
Sedan	1985	55
Sedan	1986	43
Sedan	1988 *	<u>19</u>
Total		204

* Purchased with funding from prior fiscal year budgets.

2. In December, 1989, the Police Department began using a Life Cycle Costing (LCC) method for determining the optimum time to replace vehicles used for police work. The LCC system considers original purchase price, annual maintenance costs, mileage ratings, life expectancy and resale value of the vehicles to determine the optimum replacement time. The LCC system indicates that in fiscal year 1990-91, 109 marked vehicles, one patrol wagon and 128 unmarked vehicles should be replaced after replacing 64 marked vehicles, three patrol wagons and five unmarked vehicles using funding budgeted in 1989-90 and the proposed replacement of nine unmarked vehicles.

3. Because the proposed supplemental appropriation ordinance would provide funding for replacement vehicle and equipment purchases that were previously denied in the 1989-90 budget estimate, the proposed ordinance requires a two-thirds vote (8) of all members of the Board of Supervisors.

Recommendation: Approve the proposed supplemental appropriation ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 6 - File 101-89-88

Department: Police Department

Item: Supplemental Appropriation Ordinance to reappropriate 1989-90 budgeted funds.

Amount : \$65,600

Proposed Source of Funds:

A special revenue account for the collection of a \$50 fee included in the fine imposed on those persons convicted of reckless driving or driving under the influence of alcohol or drugs. As of February 2, 1990, this special revenue account had a balance of \$227,728.

Description:

The Municipal Court charges a \$50 fee on persons convicted of reckless driving or driving under the influence of alcohol or drugs which is deposited in a special revenue account. In accordance with State law, this fee can only be used for the analysis of blood, breath or urine for alcohol contents or the presence of drugs or for services relating to that testing.

The Police Department proposes appropriating \$65,600 from this special revenue account administered by the Municipal Court to the Police Department to fund the purchase of five Breath Testing Instruments, and associated hardware, as follows:

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Total Cost</u>
5	Intoxilyzer Model 5000 Breath Testing Instrument (including keyboard, cables, simulators interface, modem and training)	\$10,420	\$52,100
1	Adams Computer System	\$13,500	<u>13,500</u>
	Total		\$65,600

The Police Department currently uses Model 4000 Intoxilyzers. According to the Police Department, the results obtained using the Model 4000 Intoxilyzers have been successfully challenged in court resulting in a number of driving under the influence (DUI) of alcohol or drug cases being lost because of unreliability of the Model 4000 Intoxilyzers. The Model 5000 Intoxilyzers, which would be purchased under this request, have been designed to

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BUDGET ANALYST

overcome the unreliable aspects of the older Model 4000 Intoxilyzers.

Three of the proposed five new Model 5000 Intoxilyzers would replace the Police Department's three existing Model 4000 Intoxilyzers at the Traffic Bureau of the Hall of Justice and at the Mission Police Station. The fourth new Model 5000 Intoxilyzer would be installed at the Central Police Station and the fifth would be used for training and as a backup for the other four.

The proposed Adams computer system is an integral part of the new intoxilyzers and uses the telephone modems to test each intoxilyzer before it is used to insure it is functioning properly and will give accurate and reliable results.

Comment:

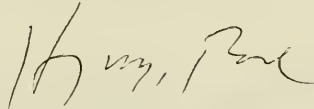
The Police Department's final cost computation for the proposed new intoxilyzers is \$10,098 for each unit. The total cost for five new intoxilyzers would be only \$50,490 or \$1,610 (original cost estimate of \$52,100 less the revised estimate of \$50,490) less than the previous estimate. Therefore, the proposed supplemental approximation ordinance should be reduced by \$1,610 to reflect the revised cost estimate for the five new intoxilyzers.

Recommendation:

Amend the proposed supplemental appropriation ordinance to reduce the requested amount of \$65,600 by \$1,610 to \$63,990 as detailed in the Comment above and approve the proposed supplemental appropriation ordinance as amended.

Items 7 and 8 - Files 45-90-5 and 48-90-5

The proposed items authorizing settlements of litigation are legal matters under the responsibility of the City Attorney's Office. The Budget Analyst does not normally review and report on such items.

A handwritten signature in dark ink, appearing to read "Harvey M. Rose". The signature is fluid and cursive, with the first name "Harvey" being more prominent than the last name "Rose".

Harvey M. Rose

cc: Supervisor Walker
Supervisor Ward
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Nelder
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

SF
90.25
2
1/7/90

Actions
Taken

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

MARCH 1990
SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, MARCH 7, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 97-90-5. [Revolving Fund - Police Commission] Ordinance amending Administrative Code, by adding Section 10.204, to establish a Revolving Fund to pay for tow charge refunds and disputed claims for towed vehicles. (Police Commission) (companion to File 101-89-70)

ACTION: CONTINUED TO 3/21/90.

2. File 101-89-70. [Government Funding] Ordinance appropriating \$140,000, Police Department, for judgment and claims. (Controller) RO #9173 (companion to File 97-90-5)

ACTION: CONTINUED TO 3/21/90.

3. File 101-89-84. [Government Funding] Ordinance appropriating \$215,000 for capital improvement project (Richmond Transport Plan), Cleanwater Program, for fiscal year 1989-90. RO #9201 (Controller)

ACTION: RECOMMENDED. SUPERVISOR MAHER DISSENTING IN COMMITTEE.

4. File 101-89-86. [Government Funding] Ordinance appropriating \$423,461, Police Department, for equipment purchase; for Fiscal Year 1989-90; subject of previous budgetary denial. RO #9203 (Controller)

ACTION: RECOMMENDED.

5. File 101-89-87. [Government Funding] Appropriating \$218,000, Public Health - DMSF, for permanent salaries-miscellaneous and related mandatory fringe benefits and medical services contract for the creation of one position (Classification 2305 Psychiatric Technician). (companion to File 102-89-33) RO #9212. (Controller)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$189,786 NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$189,786, PUBLIC HEALTH - DMSF, FOR PERMANENT SALARIES-MISCELLANEOUS AND RELATED MANDATORY FRINGE BENEFITS AND MEDICAL SERVICES CONTRACT FOR THE CREATION OF ONE POSITION (Classification 2305 Psychiatric Technician)." RECOMMENDED AS AMENDED.

6. File 102-89-33. [Public Employment] Ordinance amending Annual Salary Ordinance 1989-90, Department of Public Health, reflecting the addition of one (1) position (Classification 2305 Psychiatric Technician). (Civil Service Commission) (companion to File 101-89-87)

ACTION: RECOMMENDED.

7. File 101-89-88. [Government Funding] Ordinance appropriating \$65,600, Police Department, for technical equipment (intoxilyzers). RO #9206. (Controller)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$63,990. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$63,990, POLICE DEPARTMENT, FOR TECHNICAL EQUIPMENT (intoxilyzers)." RECOMMENDED AS AMENDED.

8. File 101-89-89. [Government Funding] Ordinance appropriating \$210,569, Public Library, for temporary salaries, other contractual services, materials and supplies, professional services-Prop J/CSC, equipment purchase, services of other departments - Real Estate and services of other departments - building repair; placing on reserve \$50,000 for building repair and \$85,000 for professional services - Prop J/CSC. RO #9208 (Controller)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$209,799. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$209,799, PUBLIC LIBRARY, FOR TEMPORARY SALARIES, OTHER CONTRACTUAL SERVICES, MATERIALS AND SUPPLIES, PROFESSIONAL SERVICES-PROP J/CSC, EQUIPMENT PURCHASE, SERVICES OF OTHER DEPARTMENTS - REAL ESTATE AND SERVICES OF OTHER DEPARTMENTS - BUILDING REPAIR; PLACING ON RESERVE \$50,000 FOR BUILDING REPAIR AND \$85,000 FOR PROFESSIONAL SERVICES - Prop J/CSC." RECOMMENDED AS AMENDED.

9. File 101-89-90. [Government Funding] Ordinance appropriating \$18,000, Parking Authority, for professional services. RO #9210 (Controller)

ACTION: RECOMMENDED.

10. File 101-89-91. [Government Funding] Ordinance appropriating \$2,000, Municipal Court, for replenishment of Revolving Fund for cash shortage and rescinding \$2,000 from permanent salaries. RO #9214 (Controller)

ACTION: RECOMMENDED.
11. File 101-89-92. [Government Funding] Ordinance appropriating \$54,360, Juvenile Court, for overtime and rescinding \$54,360 from related mandatory fringe benefits. RO #9211 (Controller)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$37,693. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$37,693, JUVENILE COURT, FOR OVERTIME AND RESCINDING \$37,693 FROM RELATED MANDATORY FRINGE BENEFITS." RECOMMENDED AS AMENDED.
12. File 101-89-93. [Government Funding] Appropriating \$493,789, Public Health - DMSF, for permanent salaries-miscellaneous, permanent salaries - nurses and related mandatory fringe benefits, temporary salaries, holiday pay, medical service contract, data/word processing professional services, data/word processing equipment maintenance, telephone, materials and supplies, equipment purchase, data/word processing equipment and services of other departments - Reproduction, for the creation of twelve positions; companion measure to File 102-89-37. RO #9207 (Controller)

ACTION: RECOMMENDED.
13. File 102-89-37. [Public Employment] Ordinance amending Annual Salary Ordinance, 1989-90, Department of Public Health, Community Mental Health, reflecting the addition of twelve positions (Classifications (1) 2202 Dental Aide, (1) 2230 Physician Specialist, (1) 2450 Pharmacist, (1) 2920 Medical Social Worker, (7) 2320 Registered Nurse, (1) 2328 Nurse Practitioner). (companion to File 101-89-93) (Civil Service Commission)

ACTION: RECOMMENDED.
14. File 64-90-4. [New Sublease of Real Property] Resolution authorizing a new sublease of real property at 1170 Market Street for the Department of Public Works. (Real Estate Department)

ACTION: CONTINUED TO 3/14/90.
15. File 93-90-5. [Indemnity Authorization - MOU] Resolution authorizing indemnity provision in the contract between the City and County of San Francisco (acting through the City Attorney) and the California State Department of Motor Vehicles. (City Attorney)

ACTION: RECOMMENDED.

15. File 270-90-7. [Earthquake Hazard Mitigation Plan] Resolution adopting the Hazard Mitigation Plan Following the Loma Prieta Earthquake prepared by the Hazard Mitigation Coordinator for the City and County as the Hazard Mitigation Plan of the City and County to be submitted to the Governor's authorized representative as required by the Federal rules adopted by the Federal Emergency Management Agency. (Supervisor Walker)

ACTION: RECOMMENDED.

17. File 100-89-1.9. To consider release of reserved funds in the amount of \$30,060 for the Parking Meter Program, Parking Authority. (Supervisor Walker)

ACTION: HEARING HELD. RELEASE OF \$30,060 RECOMMENDED. FILED

18. File 100-89-1.11. Requesting release of reserved funds, Parking Authority, in the amount of \$20,000, for filling one position of Parking Bureau Chief in the new Parking and Traffic Department. (Parking & Traffic Commission)

ACTION: HEARING HELD. RELEASE OF \$20,000 RECOMMENDED. FILED

19. File 100-89-21. To consider the fiscal impact of Proposition 99 (Tobacco Tax) on the 1989-90 and 1990-91 budgets. (Supervisor Walker)

ACTION: HEARING HELD. CONTINUED TO CALL OF THE CHAIR.

20. File 100-89-22. To consider report from the Retirement Board on the impact of the City's implementation of the new Workers' Compensation Legislation which went into effect January 1, 1990. (Supervisor Walker)

ACTION: CONTINUED TO 3/14/90.

21. File 106-89-4. Hearing to consider the submission of a plan from Civil Service Commission regarding examination and classification functions. (Supervisor Walker)

ACTION: CONTINUED TO 3/14/90.



